

## **Project Manager**

The Project Management Office (PMO) Department is seeking a Project Manager who thrives in a fast-paced office environment and enjoys problem solving. The candidate must be detail oriented as they would be interacting with various stakeholders on a daily basis. Our PMO department is the nucleus of all things related to projects at Westcan ACS. We are a dedicated team of professionals providing accurate services to our internal and external customers. The successful candidate will gain a well-rounded experience and knowledge with respect to Engineering, Technical language and conducting project business.

### **The selected candidate will have knowledge in or willingness to learn:**

- Commercial construction, Canadian electrical code, Canadian Standard Association knowledge
- Data Entry, input & control management, and use of PMO templates
- Planning, tracking, and reporting on the performance of ongoing projects to stakeholders
- Stakeholder engagement with internal and external clients
- Coordination, scheduling, and stakeholder engagement with our Service team
- Risk management, ongoing assessment on each project
- Change Order management, internal or external, when applicable and appropriate
- Supporting senior managers with completion of project objectives
- Write detailed, quality reports with metrics for senior management
- Report generation and business analytics
- Intermediate understanding of accounting
- Work alongside all internal teams especially Engineering and Service
- Correspondence with internal and external clients via emails, phone calls and texts
- Use of systems and subsystems throughout the company
- Experience with Windows 10 or 11
- Proficiency with Microsoft Office 365
- Specifically, in:
  - MS Projects, Outlook ▪ Excel ▪ Word
- Other duties as required

### **Preferred qualities of a successful candidate**

- Minimum 2-years work experience as a Project Manager (PM)
- Minimum of 2-professional work references
- Earned certification or working towards a CAPM, PMP, or another PM credential

### **What you will receive as a Westcan ACS Employee**

- Remuneration commensurate with experience
- Comprehensive benefits package

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