Our company is growing rapidly and is looking to fill the role of information technology project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for information technology project manager

- Manage the release calendar of projects to ensure smooth work process with central shared services such as tech operations, QA testing, and platform engineering
- In partnership with the program portfolio manager and Solution Delivery directors, engage business stakeholders on project ideation, assisting with the creation of business cases and estimating ROI
- Drive complex, cross-functional ERP-level projects, leading multiple efforts within a specific program simultaneously, with complexity and capacity as a limiting factor
- Serve as a project manager for key initiatives within the program
- Develop a deep understanding of projects within the program portfolio, manage assigned projects with clarity of context, and develop an understanding of cross-program portfolio dependencies
- Drive complex, cross-functional enterprise projects, leading multiple efforts simultaneously, with complexity and capacity as a limiting factor
- Core project management duties include shepherding the project through formal approval and funding gates
- Ensure that project status reports are relevant, transparent, and add value
- Drives the selection and application of project management and systems development life cycles for projects, ensuring adjustment for specific project requirements

Qualifications for information technology project manager

- Proficiency in Microsoft Project and Visio
- 5-7+ years of project management experience on medium-large scale IT projects
- Multi-system upgrade / replacement
- Experience managing on-shore / off-shore teams across multiple time zones
- Proficient in Microsoft Office / Google Apps (Sheets, Slides, Docs)
- Excellent written & oral communication skills in English & French