



## Position: Project Manager

**Reports to:** Director, IT &PMO

**Company:** Valeyo

**Location:** Toronto Office

### Overview:

We are currently seeking a full time Project Manager position who will take ownership of the assigned projects and oversees all aspects of their execution. This position reports to the Director of IT & PMO.

### Duties and Responsibilities:

- Ensure results are delivered in alignment with Valeyo's service model
- Collaborate and communicate with all stakeholders affected by the project and maintain stakeholder relationships as a means to influence with organizational initiatives
- Manage the scope, risks, issues, deliverables, and schedule of individual project tasks and deliverables
- Assign project tasks and coordinate resources
- Ensure adherence to quality standards, monitor project deliverables, and deliver analytics to measure project success as per Critical Success Factors defined at initiation of project
- Ensures continuous improvement of the PMO framework to meet quality standards while applying lessons learned and industry best practices within projects
- Engages in professional development activities to remain current on industry and project management trends
- Anticipates contingencies as a means of preventing, detecting, and correcting obstacles while understanding and managing impact on project plan pro-actively
- Support projects and other duties as assigned.

### Qualifications/Skills:

- A minimum of three-five years' relevant experience in a project management role in IT, Financial services or Insurance industry
- Completion of post-secondary training in a technical or business discipline or equivalent work experience
- Completion of PMP Certification
- PMI-ACP Certification is an asset
- Business experience in a credit union, bank, financial institution, or insurance operations preferably dealing with lending is an asset
- Working knowledge of loan origination systems, application service provider model, and experience working with defect/bug tracking systems is an asset
- Strong verbal and written communication skills with an ability to communicate with all levels in the organization.
- Confident, mature and able to work with a sense of urgency and under pressure in a changing, dynamic environment
- A self-starter who takes problem-solving initiatives and approach towards task and time management
- Experience in design and delivery of training presentations
- Intermediate to advance proficiency in using MS Office , Zoom, and SharePoint



*Valeyo is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Valeyo will provide reasonable accommodations available to applicants with disabilities upon request during the recruitment process. Please contact [hr@canadianpremier.ca](mailto:hr@canadianpremier.ca) for accommodation requests.*