



Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 27, 2024
Published : Jul 27, 2024
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

The ERP Assistant Project Manager (APM) is responsible to support the successful delivery of the ERP Project for shipyards and the marine group. This includes tracking and reporting on the scope, schedule, budget and resources associated with one or more projects and on aggregate (as a DTO program) and supporting the project managers and the program Manager and project teams on the timely resolution of challenges. Under the leadership of the ERP Program Manager, the APM will execute processes that support effective project and DTO program governance, including risk and issue management, status reporting, and decision and deliverable tracking. Within DTO, the APM will take primary responsibility for the effective set-up and use of supporting program and project management tools (e.g., SharePoint, Jira, etc.). This includes providing review of tool use and project artifacts against project standards and coaching and support to project managers to meet standards – ultimately enabling consistent reporting and visibility across the Program. The APM will execute work against established program and project management standards and tools. They will provide hands-on support to maintain an Integrated Program Plan covering milestones, dependencies, and shared resources across projects.

Note: This position qualifies for an optional hybrid work schedule after 90 days of onsite work and onboarding. Employee will be subject to the terms of the Flexible Work Policy Agreement.

What you'll do

- Apply standards and tools for the effective management and stewardship of DTO projects.
- Provide coaching and hands-on support to project managers and team members in the application of program and project management tools (e.g., reporting, plan management, RAID, deliverable tracking, etc.)
- Support project status reporting is completed on a weekly basis, with a focus on scope, schedule, budget and resourcing.
- Where required, support ERP Program and Project Managers and DTO Director to prepare and delivery updates regarding plans and progress of all DTO projects.
- Work with project managers to prepare project budget reviews for distribution and discussion with Program leadership.
- Support project team meetings via scheduling and note-taking.
- Support project team resource planning.
- Work with project managers to develop and maintain Integrated Program Plan those includes program milestones and visibility to cross-project dependencies.
- Monitor the project RAID Log, and work with Program leaders and project managers to understand and capture risks and issues.
- Support document management for DTO projects.
- Other duties as assigned.

What you'll bring

- A bachelor's degree in Business. Diplomas may be accepted with sufficient employment experience.
- 3-5 years professional experience in the Project Management and technology implementation, ideally within shipbuilding, manufacturing, or construction industries.
- Demonstrated increased levels of responsibility.
- Excellent knowledge of program and project management processes and tools.
- Hands-on experience with SharePoint and Jira as a project management tool.
- Strong problem-solving skills and self-organization.
- Excellent communication skills – both written and verbal – with ability to adapt based on audience needs.
- Excellent computer skills including Word/Excel/Powerpoint.
- Ability to work with limited direction and in collaboration with a broad array of stakeholders.
- Positive, goal-oriented individual with a sense of urgency.
- Sets high standards and can manage both detail as well as big picture issues.

Why you'll love working here

- This is a full-time, permanent position. With multiple operations and long-term projects, Seaspan employees enjoy job stability as we look ahead to build ships for decades to come.
- In addition to an annual bonus and pension plan matching, this role provides you a very competitive salary in line with the successful candidate's experience.
- We also provide a best-in-class health and wellness benefits package for this position, including such things as full health care (e.g. unlimited physiotherapy), dental, vision, life insurance, medical leave coverage, parental leave coverage, childcare benefit partnership, wellness/fitness reimbursement for memberships or registration fees, and an Employee Family Assistance Program (EFAP).
- Parking is included and to assist those that are using transit, we operate a complimentary shuttle bus Monday through Friday with various pick up and drop off points around North Vancouver.

The estimated salary for this position is \$90,000 - \$110,000. In determining final salary, Seaspan considers many factors including the successful Candidate's skillset and experience as well as position location and internal equity. The final base salary offer will be at the Company's sole discretion and presented as part of a competitive total compensation package.

#LI-HYBRID #LI-SS1

ABOUT US

Seaspan Shipyards is one of North America's most modern shipyards and unique in its ability to provide a complete range of services including new construction, conversion, refit, repair and life-cycle maintenance work for Canada's Coast Guard and Navy as well as commercial vessels including cruise-ships and deep-sea vessels. Seaspan Shipyards operations include Vancouver Shipyards, Vancouver Drydock and Victoria Shipyards.

To learn more, visit our website: www.seaspan.com

This position may involve defense articles and/or technical data regulated by the U.S. International Traffic in Arms Regulations ("ITAR") and the U.S. Arms Export Control Act. In compliance with ITAR, the successful candidate will be subject to a security clearance through the Canadian Controlled Goods Program as regulated by the Controlled Goods Regulations and Defense Production Act. The successful candidate will be required to maintain their security clearance throughout their employment in this position.

Seaspan is committed to Employment Equity, supports diversity in the workplace, and encourages applications from all qualified individuals including, women, members of visible minorities, Indigenous persons, and persons with disabilities. Furthermore, we are committed to providing an inclusive and accessible environment. If you require accommodation during the recruitment process, please let us know, and we will work with you to support your request.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
