

## Project Manager (Non IT)

Phone :  
Web :



### Job Summary

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Vacancy :

Deadline : Jul 10, 2024

Published : Jun 10, 2024

Employment Status : On-site

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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**ONSITE position at Edmonton, Alberta**

**MUST HAVE:**

**Bachelors Degree and Project Management Designation e.g. (PMP)**

**WORK EXPERIENCE: At least 8 years**

- **Direct experience in a non-IT project management role**
- **Experience creating and managing project forecast and actual budgets.**
- **Experience defining project scope and goals in collaboration with business stakeholders.**
- **Experience developing project deliverables including project charters, business cases, briefing notes, status reports, risk logs and project closures.**
- **Experience leading and facilitating meetings with stakeholders at all levels.**
- **Experience managing multiple projects concurrently.**
- **Experience using Microsoft-Project or other project management tools.**

**NICE TO HAVE: At least 5 years**

- **Experience in managing projects in an organization of comparable size and complexity to the GoA.**
- **Experience working in or for the public sector.**

Job Type: Full-time

Pay: \$65.00 per hour

Expected hours: 40 per week

Benefits:

- Dental care
- Extended health care
- Paid time off

Flexible Language Requirement:

- French not required

Schedule:

- Monday to Friday

Supplemental pay types:

- Retention bonus

Education:

- Bachelor's Degree (preferred)

Experience:

- Project management: 1 year (preferred)

Language:

- English (preferred)

Work Location: In person

## Education & Experience

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### Must Have

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### Educational Requirements

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**Compensation & Other Benefits**

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