

Project Manager



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jun 20, 2024

Published : May 20, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Overview:

Our core purpose is “We are curators of unique brands, bringing elevated food and beverage experiences to Canadians.”

For more information please visit our website at <http://www.treeoflife.ca>.

Tree of Life Canada ULC is an Employer who strives to provide an inclusive work environment that involves everyone and embraces the diverse talent of its people. We are committed to meeting the needs of persons with disabilities. If selected for an interview, we will be happy to work with you to ensure your interview is accessible and accommodation is provided. When your interview is being scheduled, please advise the Recruiter of how we might be able to support your participation.

**** NOTE:** Reference checks will be conducted for potential candidates and the information collected will be used in making the final hiring decision

Primary Responsibilities:

The Project Manager's primary responsibility is to ensure excellence in project execution managing projects from initiation to execution to closing. Reporting directly to the Senior Project Manager, the incumbent would apply project management principles and methodologies to ensure successful project delivery. The Project Manager will be a key player in the success and growth of Tree of Life's– Enterprise Portfolio Management Office (EPMO) which supports all major company projects across the company as part of the Centre of Excellence department. The Project Manager will be able to lead multiple projects and interact with various stakeholders inside and outside the business. As with all positions at Tree of Life Canada, we expect all actions to be consistent with Tree of Life Canada's Mission, Vision, and Values. This role is Hybrid, with Tuesday, Wednesday and Thursday in office.

Essential Functions:

- Support and participate in food safety programs including SQF (Safe Quality Food).
- Work with the business to identify project scope, objectives, deliverables and resources required and translate this into a well-defined project approach and plan
- Manage creation and maintenance of project documentation including a project management plan, project charter, scoping requirements, etc;
- Manage, execute, and prioritize project deliverables.
- Develop and manage detailed project schedules and ensure the project is delivered on time.
- Provide project status updates on a consistent basis to various stakeholders about strategy and progress.
- Oversee stakeholder management to identify challenges and resolve project-specific issues and identify project risks and that associated mitigation plan.
- Develop and maintain partnerships with third-party vendors to ensure project efficiency.
- Contribute to the strategy and growth of the Enterprise Portfolio Management Office.
- Lead and manage the assigned project team, facilitate project meetings to control and monitor project progress.

Minimum Requirements, Qualifications, Additional Skills, Aptitude:

- A bachelor's degree or equivalent in business, communications, computer science, information technology, or a relevant field is highly preferred.
- Minimum of 5 years in project management with experience managing projects from end to end.
- Project Management Professional (PMP) certificate is an asset.
- Familiar with both Waterfall and Agile project practices.
- Experience with project management software, Monday.com is considered an asset.
- Experience with Jira is considered an asset.
- Experience working with developers is an asset.
- Background in distribution, supply chain, CPG, or B2B business preferred.
- Advanced knowledge of project management terminologies and methodologies as defined by PMBOK.
- Excellent verbal, written, and interpersonal communication skills.
- Strong presentation and facilitation skills and ability to present to Senior Leadership
- Team player with a strong client-centered approach.
- Exceptionally self-motivated and self-directed to work with Leadership and geographically dispersed business teams.
- Strong analytical and problem-solving skills.
- Ability to work in a fast-paced environment and adapt to frequent change.
- Strong ability to approach new concepts, problem-solve, and synthesize ideas

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
