

**Project Specialist, National
Operations**



Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 12, 2024
Published : Jul 12, 2024
Employment Status : Fixed Term Contract
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Our Purpose

At Deloitte, we are driven to inspire and help our people, organization, communities, and country to thrive. Our Purpose is to build a better future by accelerating and expanding access to knowledge. Purpose defines who we are and gives us reason to exist as an organization. By living our Purpose, we will make an impact that matters.

- Learn from deep subject matter experts through mentoring and on the job coaching
- Be encouraged to deepen your technical skills...whatever those may be.
- Be expected to share your ideas and to make them a reality.

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If you are someone interested to join a dynamic team and work on process management, this is the role for you!

What will your typical day look like?

"Due to the nature of the role having interactions with National & Global clients, bilingualism in French and English is required for this position."

As a Project Specialist in Audit Operational Support, you will play an important role by supporting strategically important initiatives and driving key business processes. We have a feedback-oriented culture where you will experience strong mentoring relationships and advanced development opportunities:

- Managing various processes from planning through to implementation.
- Developing deliverables that present information in a compelling, logical, and clear manner based on the needs and requirements of the process.
- Providing strategic analytic support through data consolidation and analysis to deliver data-driven recommendations.
- Playing an active role in managing scope, scheduling, and escalating issues in a timely manner to the appropriate Process Team Lead.
- Demonstrating professionalism through effective interactions and communications, and consistently delivering on client service principles and client service excellence.
- Identifying opportunities for improvement and innovation, working collaboratively with internal stakeholders to support the successful development of recommendations and deployment of initiatives.

About the team

Audit Operational Support provides process management and logistical support for a wide variety of important recurring and new processes. Team members work collaboratively to develop ideas and recommendations in order to enhance the efficiency of our processes. Our work environment is fast-paced and challenging, with a steep learning curve.

Enough about us, let's talk about you

You are someone who is:

- Minimum of 1-3 years of experience in project or process management with an undergraduate degree with outstanding academic credentials and/or a professional designation.
- Proven ability of completing deliverables on time, on schedule with the required level of quality with a high attention to detail.
- Strong analytical skills with ability to analyze information and produce recommendations based on evidence gathered.
- Demonstrated ability to analyze and draw key insights from data, and develop creative and fact-based recommendations based on that analysis.
- Highly motivated, self-driven individual, who can work equally well in groups or on their own.
- Superior verbal and written communication skills.
- Strong sense of presence - confident and comfortable working with stakeholders and internal client.
- Experience using Excel at advanced level and proficiency with other MS office programs (PowerPoint, Word, MS Teams, Outlook).
- High degree of proficiency with Power BI / Tableau / SharePoint is an asset.
- Ability to communicate in both French and English (Quebec based only)

Total Rewards

The salary range for this position is \$47,000 - \$78,000, and individuals may be eligible to participate in our bonus program. Deloitte is fair and competitive when it comes to the salaries of our people. We regularly benchmark across a variety of positions, industries, sectors, targets, and levels. Our approach is grounded on recognizing people's unique strengths and contributions and rewarding the value that they deliver.

Our Total Rewards Package extends well beyond traditional compensation and benefit programs and is designed to recognize employee contributions, encourage personal wellness, and support firm growth. Along with a competitive base salary and variable pay opportunities, we offer a wide array of initiatives that differentiate us as a people-first organization. Some representative examples include: \$4,000 per year for mental health support benefits, a \$1,300 flexible benefit spending account, 38+ days off (including 10 firm-wide closures known as "Deloitte Days"), flexible work arrangements and a hybrid work structure.

Our promise to our people: Deloitte is where potential comes to life.

Be yourself, and more.

We are a group of talented people who want to learn, gain experience, and develop skills. Wherever you are in your career, we want you to advance.

You shape how we make impact.

Diverse perspectives and life experiences make us better. Whoever you are and wherever you're from, we want you to feel like you belong here. We provide flexible working options to support you and how you can contribute. Be the leader you want to be.

Be the leader you want to be

Some guide teams, some change culture, some build essential expertise. We offer opportunities and experiences that support your continuing growth as a leader.

Have as many careers as you want.

We are uniquely able to offer you new challenges and roles – and prepare you for them. We bring together people with unique experiences and talents, and we are the place to develop a lasting network of friends, peers, and mentors. Our TVP is about relationships – between leaders and their people, the firm and its people, peers, and within in our communities.

The next step is yours

At Deloitte, we are all about doing business inclusively – that starts with having diverse colleagues of all abilities. Deloitte encourages applications from all qualified candidates who represent the full diversity of communities across Canada. This includes, but is not limited to, people with disabilities, candidates from Indigenous communities, and candidates from the Black community in support of living our values, creating a culture of Diversity Equity and Inclusion and our commitment to our [AccessAbility Action Plan](#), [Reconciliation Action Plan](#) and the [BlackNorth Initiative](#).

We encourage you to connect with us at accessiblecareers@deloitte.ca if you require an accommodation for the recruitment process (including alternate formats of materials, accessible meeting rooms or other accommodations). We'd love to hear from you!

By applying to this job you will be assessed against the Deloitte Global Talent Standards. We've designed these standards to provide our clients with a consistent and exceptional Deloitte experience globally.

Deloitte Canada has 30 offices with representation across most of the country. We acknowledge our offices reside on traditional, treaty and unceded territories as part of Turtle Island and is still home to many First Nations, Métis, and Inuit peoples. We are all Treaty people.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
