

PROFILE

## Senior Project Manager

The Senior Consultant shall, in accordance with the business direction of Resolute Technology Solutions Inc. ("RTS"), play a role (i.e. Project Manager) and is responsible for working with RTS staff and/or its Clients, as assigned by RTS. The Senior Consultant is also required to manage projects and lead teams to deliver business value. You must be fluent in the disciplines of project management, analysis, modeling and software design.

### RESPONSIBILITIES

- Performs necessary investigation, analysis and evaluation to determine project feasibility
- Develop project cost and benefit estimates to establish project worth including the development of alternative considerations leading to recommendations for new applications, infrastructure, technology installations, or changes to existing ones
- Able to work on business, application and/or infrastructure projects
- Develops time schedules, conversion and test procedures for all aspects of the system (from manual through to automated processes)
- Plans the full range of development activities (design, build, unit testing, integration testing, end user testing, training, implementation, warranty support)
- Monitors, instructs and/or assigns work components to other staff where instructed/required
- Participates in business process transformation (innovation or improvement) as required/requested to meet defined business objectives (increased quality, reduced cycle times, reduced cost)
- Provides leadership within the group to advance delivery services capabilities by contributing to the continual improvement of methods, tools and techniques that are related to the project management function
- Follows change management, issue management and quality management (defect tracking) process as well as release management processes
- Tracks progress against plans and reports both routinely and by exception to Client and to RTS Management
- Anticipates, identifies and resolves issues and problems by mobilizing the necessary resources and using appropriate escalation procedures
- Ensures appropriate consideration is given to accepted industry guidelines and practices, including project management methodologies
- Ensures quality of product and process by overseeing the preparation, submission and acceptance of deliverables and by conducting a post project review to capture lessons learned

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[Marny.Barnes@ResoluteTS.com](mailto:Marny.Barnes@ResoluteTS.com)

- Perform other special projects/services as assigned for RTS and/or its Clients

## QUALIFICATION REQUIREMENTS

### Experience/Education/Training

- Must have a credential from the Project Management Institute (PMI) as well as a Prince2 certification or be prepared to enroll into the course/write the exam within the first year of employment
- University degree or diploma in Computer Science/Engineering or related matter
- Minimum 8 years analysis experience that has spanned the applications development lifecycle (i.e.: feasibility study, requirements gathering, analysis (data and process), design, application development, package selection, application support, conversion and transition to production)
- Strong delivery record of delivering projects successfully

### Knowledge, Skills, Abilities and Attributes

- Self-motivated
- Effective time management, decision making and organization skills
- Ability to manage deadlines and work under pressure
- Ability to deal effectively with coworkers and professional staff
- Must have experience using Project Management tools and good working knowledge of Microsoft Office tools
- Must have a comprehensive knowledge of modern system development process and the project management methodologies
- Strong verbal and written communication skills are absolutely essential
- Must have an ability to work independently as well on a team
- Must have a strong service ethic

## DUTY STATEMENT

- Be professional in dealings with RTS staff and Clients
- Maintain up to date knowledge on new technologies and methodologies
- Maintain all documentation related to tasks in a timely and accurate matter
- Maintain a high level of confidentiality
- Flexibility of working hours
- Maintain up to date knowledge of IT/Project Management trends

## AUTHORITIES

- 24/7 building/floor access

## WORKING CONDITIONS

- Periodic stress related to workload

- Normal office conditions
- May be required to work from home
- May be required to work from the Client's premises
- Traveling between different office locations within/outside city/province/country
- Overtime may be required
- Must be able to work PST, CST and EST time zone business hours