



JOB TITLE: Senior Project Manager
DEPARTMENT: Information Technology, Worldsource Wealth Management Inc. (“WWM”) and Guardian Capital Group (“GCG”)
REPORTS TO: Director, Business Systems and Development
LOCATION: Markham, ON/Toronto, ON

JOB STATEMENT:

Working in a fast-paced environment, this experienced individual will be a valued member of the team in both the Toronto and Markham office locations. The Senior Project Manager is responsible for working alongside a Junior Project Manager and Business Analysts in both locations ensuring all departments, business lines and vendor requirements are understood. This individual must be capable of managing a team and reporting up to the department director. This highly motivated and energetic candidate must also work with the business as well as the I.T. department to ensure all requests are documented and prioritized.

ESSENTIAL FUNCTIONS:

- Managing a portfolio of projects from inception to delivery;
- Being responsible for ensuring high delivery standards and performance of project teams formed by internal employees, contractors and external vendors;
- Ensuring projects are delivered on-time and to the highest possible standard while collaborating with internal project teams to understand the business and user requirements;
- Identifying opportunities to invent and simplify project components and solutions;
- Identifying and managing project risks and issues throughout the lifecycle of a project;
- Owning status and risk-related communications to project teams and stakeholders;
- Identifying success metrics (in partnership with stakeholders) and establishing reporting cadences; and
- Recommending alternative solutions, raising project issues and risks as well as quality controls.

JOB SPECIFICATIONS:

- Post-secondary education, Bachelor’s degree preferred
- Minimum of 10+ years of program and/or project management experience in a fast-paced environment
- Minimum of 10+ years of experience within the investment industry
- PMP or equivalent Certification highly desired
- Ability to multi-task and handle various projects simultaneously and drive timely results
- Ability to build strong relationships and influence others, including senior members of the business, while working in a cross functional environment
- Excellent written and verbal communication skills that convey complex ideas in a simplified manner
- Strong communication skills (both oral and written)
- Desire and ability to learn and improve on an ongoing basis
- Ability to take ownership of a product and its role
- Proficiency in project management software such as MS Project
- Proficient in Excel, Word, PowerPoint, budget tracking, Visio, and Outlook required
- Positive, energetic, “can-do” attitude and the ability to work amiably on a team

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@worldsourcehealth.com.

Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.

