

careers

General Manager/Senior Project Manager

Right hand to CEO

This is an exceptional opportunity to join a dynamic IT consulting firm with a solid reputation and plans for continued growth. As a key member of our leadership team, you will have 10 + years of project management experience, preferably in an IT environment, including project delivery, general management and client-facing responsibilities. Superior leadership, communications and negotiation skills are also required. Working with a dynamic team of specialist resources, you will bring best in class management methodologies, managing large projects and providing the tools, standards and best practices to enable effective delivery of smaller ones. As the right hand to the CEO, you will take on additional operational responsibilities to help manage and grow the business. Interesting growth opportunities for the right candidate.

microworks was founded in 1984 in Ottawa. We help organizations work smarter through enterprise information and knowledge management, collaboration, social media, constituency management, managed services and IT strategy-business alignment. Our solution offerings include Microsoft SharePoint and Microsoft Dynamics CRM. We design and deliver complete infrastructure solutions. We are focused on high business integration and user adoption. **microworks** has been delivering SharePoint solutions since 2001 and is a Microsoft Gold Certified Partner.

Key Responsibilities:

- Developing and maintaining a partnership with clients and internal staff throughout project life cycles and successfully managing the work and relationships to achieve a high level of client satisfaction. This includes effectively managing resources, scope, cost, schedule, risk, issues, quality and acceptance of deliverables.
- Working with the CEO, taking on additional operational and managerial responsibilities to enhance structure, processes and help manage the business.
- Developing and executing strategies to help continue to grow the business; working with internal resources to focus on customer retention and acquisition
- Preparing and maintaining project management deliverables in accordance with best practices. These include, but are not limited to Project Charter, Plan, Schedule, Budget and Change/Risk/Issue management, quality assurance and status reporting
- Managing larger projects and acting as the project management resource to the consulting team on smaller ones providing them with the tools, best practices and coaching required for them to effectively manage, report on and deliver successful outcomes
- Preparing proposals, ensuring that they are of high quality and are compliant with the criteria required of the RFP; acting as a resource on smaller proposals in the analysis of bids. Enhancing ability to develop 'turn-key' approaches to RFP's to maximize turn-around and outcomes.

Core Qualifications:

- Minimum of 10 years' experience in general management and project management, preferably in an IT environment
- Experience managing significant projects directly or in a matrix/team environment in both public and private sectors
- Entrepreneurial with a track record of success in sales and/or business development
- Strong skills with project management methodologies, including PMBOK, PMP, etc.
- Degree in business, engineering, computer science or IT related field from a recognized academic institution
- A current valid Government of Canada security clearance, or ability to gain one within 3 months

Personal skills:

- Excellent English written and verbal communications skills
- Exceptional presentation, facilitation, problem solving and negotiation skills
- Enthusiastic, results-oriented, self-motivated, team player with a positive attitude

Desirable:

- PMP Certification
- Bilingualism
- Experience with delivery of Microsoft solutions, including SharePoint and CRM

Apply:

We offer attractive salaries and a competitive benefits package. Forward your resume to to: admin@microworks.ca



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