



## **Project Co-ordinator**

BoloNet Inc. has an amazing opportunity for an experienced **Project Co-ordinator** looking for a new challenge within a result-driven IT solutions provider in a fast-paced and exciting market. Job location is Markham. This is a full time, permanent opportunity. The role is Hybrid and you will be expected in the office (at least) 3 days per week.

It's a great time to join our client's team. Get access to all the tools and benefits of working with a larger firm while maintaining the feel of a small business environment and avoid downtown! Not only do they take pride in what they do, they have a few laughs, stay relatively casual, and take pride in knowing they're delivering best-in-class service while doing it. YOUR creativity, energy and attention to detail attitude are what they need to augment their growing team of A-list talent.

This is a client facing position.

Our Client is located Markham and serves clients headquartered in and around Toronto. Most of the companies they actively seek out and market to exist in the GTA and are of like mind and culture to their own. They are a small business, and they serve small businesses which, for their purposes, means companies under 200 employees. They are a diverse company who welcomes everyone.

### **What They Can Offer You**

By joining with our client, you will work with some of the brightest and most experienced people in the industry, in an environment where you will be challenged, expected to work hard and be accountable. They are a company where you can grow and develop your career in a very meaningful and significant way. These elements mix quite nicely with the fact that you will be working with great people, have fun and make a difference through your contributions. They are focused on staff development and education. They invest heavily in fostering an environment of teamwork continual self and team improvement.

#### **In addition they offer:**

- **A great work environment and fantastic coworkers**
- **Lunch provided daily**
- **3 weeks' vacation to start with 6 personal, no questions asked, days**
- **Challenging projects and a variety of work in supportive environment**
- **Competitive performance-based bonus plan**
- **Great health benefits**
- **In-house Chiropractor, massage**
- **Company contributions of 3% of your salary to your personal RRSP/DPSP Plan**
- **1 paid training and education day per month**
- **Company sponsored social events**

## **Job Responsibilities**

- Communicates project expectations; planning, monitoring, appraising, and reviewing project contributions; planning and reviewing actions; enforcing policies and procedures.
- Achieves project objectives by contributing information and recommendations to project plans and reviews; preparing and completing project action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying trends; implementing change orders.
- Lead the planning and implementation of project
- Facilitate the definition of project scope, goals and deliverables
- Define project tasks and resource requirements
- Develop full scale project plans
- Assemble and coordinate project staff
- Manage project budget and resource allocation
- Plan and schedule project timelines
- Track project deliverables using appropriate tools
- Provide direction and support to project team
- Quality assurance
- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems and solutions
- Implement and manage project changes and interventions to achieve project outputs
- Project evaluations and assessment of results

## **Qualification and Skills Requirements**

Developing Supervision, Staffing, Project Management, Process Improvement, Tracking Budget Expenses, Self-Development, Planning

## **Education and Experience:**

- Qualification in project management or equivalent; can be PMI certified
- Knowledge of both theoretical and practical aspects of project management
- Knowledge of project management techniques and tools
- Direct work experience in project coordination capacity
- Proven experience in client management
- Proficient in project management software

## **Key Competencies:**

- Customer focused attitude
- Critical thinking and problem solving skills
- Planning and organizing
- Decision-making
- Communication skills
- Influencing and leading
- Delegation
- Team work
- Negotiation
- Conflict management
- Adaptability
- Stress tolerance

## **Project Planning:**

- Identify project stakeholders
- Determine stakeholders' needs and expectations
- Prioritize demands
- Establish clear set of project goals
- Sequence activities to meet delivery dates
- Produce detailed project schedule
- Determine type, quantity and quality of resources required
- Allocate resources and establish resource schedule
- Determine budget and create financial plan
- Define quality expectations and targets
- Identify techniques for quality control and develop quality plan
- Map risks, identify contingency actions and develop risk plan
- Clarify completion criteria for each deliverable and develop acceptance plan
- Develop communication strategy with stakeholders and establish communication plan
- Identify external supplies required and develop procurement plan
- Assemble project team

## **Additional Information**

This job description is not intended to be all inclusive. The candidate hired may also perform other reasonable related business duties as assigned by their manager. The company reserves the right to revise or change job duties as required. This job description does not constitute a written or implied contract of employment.

BoloNet Inc., and their Client for this position, are equal opportunity employers and value diversity in its workforce, encouraging applications from all qualified individuals.

By applying to this position, you are confirming you are a Canadian citizen, or possess either, a permanent resident status or valid work permit, that allows you to travel for work internationally.

BoloNet Inc. and our Client are committed to fostering an inclusive and accessible environment as we work to build a workforce that reflects the diversity of the community in which we live, including those with disabilities. We are dedicated to providing accommodations in all parts of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. If you require any accommodation, we will work with you to meet your needs.

**Please note:** Reference Checks along with Credit, Education and/or Criminal Background Checks may be administered on suitably qualified candidates.