

Full-Time / Permanent: IT Project Manager

Company Profile

Iseehear inc. Life Sciences (Iseehear) develops scientific data management solutions and smart laboratory clouds that address the needs of biomedical researchers in academic institutions, contract research organizations, biotech companies and pharmaceutical companies enabling them to accelerate medical research, innovation and competitiveness.

Job Summary

The IT Project Manager's role is to lead IT (software development and cloud) projects from project initiation to conclusion to achieve desired results and ensure project success. This includes delivering projects on time, within budget, within quality standards and to the satisfaction of the project sponsor. Core skills include project management, leadership, data organization, time management, experience supporting technology initiatives, as well as communication with the project team and project sponsor.

You are expected to stay informed about Iseehear products and initiatives, ready to apply your knowledge for successful and timely project execution. Your success is measured by team and individual productivity as well as overall company performance. You get great satisfaction from knowing that employees are empowered to execute their job to the best of their abilities and customers have a positive and productive experience using Iseehear applications and services.

Job Type:

- IT Project Manager
- Full-time / Permanent
- Hybrid work: in office and remotely
- Location Ontario, Canada (preferably in the GTA)

IT Project Manager Responsibilities:

- Manage expectations through regular reporting and communications with required project stakeholders.
- Manage 5-7 projects concurrently with a broad range in scope and duration.
- Oversee the successful completion of multiple projects, managing all elements of a project including: documentation, scope, schedule, finance, risk, quality and resources.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Effectively initiate, plan and oversee execution of assigned projects of varying scope.
- Create, manage and maintain all project documentation, including Project Plan, Schedule, Tasks and Milestones.

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- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques.
- Report and escalate issues, delays and/or critical information to management as needed.
- Outline the tasks involved in the project and delegate accordingly; follow up on delegated tasks and ensure task assignment is appropriate to individual strengths and capabilities.
- Conduct cost analysis, estimating expected costs for the project.
- Conduct risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate).
- Address questions, concerns, and/or complaints throughout the project.
- Act as a liaison between all stakeholders.

Must have requirements:

- Excellent written and spoken communication skills and organizational skills.
- 2 -3 years of project management and related experience.
- PMP certification, preferred or degree in a related field.
- Strong familiarity with project management software tools, methodologies, and best practices.
- The ability to work effectively under tight deadlines and manage multiple deadlines simultaneously.
- Proven ability to solve problems creatively.
- Experience seeing projects through the full life cycle.
- Excellent analytical skills and attention to detail.
- Strong interpersonal skills and extremely resourceful.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Strong people skills, a good listener, and empathetic.

Technologies required:

- Project Management software
- Google Docs / Sheets / Slides
- Excel
- Communication tools

Benefits:

- Dental care
- Vision care
- Disability insurance
- Extended health care

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- Life insurance
- On-site parking
- 4 weeks Paid time off

We are an Equal Opportunity Employer:

Iseehear inc. Life Sciences is an equal opportunity employer committed to diversity and inclusion. We will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Native Canadians, veterans or any other groups.

HOW TO APPLY:

1. Resumes and cover letters can be uploaded at [HCMO.ca/resume](https://www.hcmo.ca/resume)
2. We thank all those who apply. Only those selected for further consideration will be contacted.

For security purposes, please do not attend our offices without an invitation. Only candidates with an appointment will be received to our offices