

Job Description – Project Manager

GRO provides incident management programs to its clients. We require a project manager to oversee and manage the many tasks, timelines and resources needed to deliver an integrated program to our clients. We develop programs including emergency management, business continuity and infectious disease outbreak. The job requires of communications between the GRO Project Team and the client.

Essential Functions

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summary of what the job classification involves and what is required to perform it. Project Managers are responsible for all other duties as assigned

- To ensure successful implementation of GRO/ATLAS products to our clients
- Ensure the program implementation occurs in a structured and efficient manner
- Assist Project Lead in overcoming and developing solutions to barriers to integration
- Ensure discipline is exercised with processes required for program integration (i.e.: adherence to Wrike, adherence to Implementation Guide)

Knowledge, Skills & Abilities**Knowledge and Ability of:**

- Experience: practical working experience as a Project Manager in a public/private sector setting is required
- Computer: skills in MS Office, Wrike or PM Software, and overall understanding of standard computer functioning are required
- Internet: skills in VOIP communication, cloud computing,
- Social media: skilled and disciplined in email communication and an understanding of the risks and benefit regarding social media use

Ability to:

- Work well within a team environment
- Be a self-starter and work independently with minimal supervision
- Disciplined approach to document management, and tracking of activities,
- Anticipate, plan and lead implementation deliverables, follow the Gantt chart
- Report challenges and barriers of completion to the Project Lead

The work is performed under the supervision of Project Lead. Admin Support reports to Project Manager. Lateral communication between Project Manager, Admin Support, and SME's may be facilitated under the direction of the Project Lead.

Minimum Qualifications

- 10 years' experience in Project Management
- Completion of Post Secondary Education
- Education: formalized education in Project Management
- Computer (MS Office, email etc.)
- Computer based Project Management Software

Please email resumes to careers@getreadyonline.com Thank you.