

PROJECT MANAGER

Engineering / Product Development / Project Management

Do you want to work for a fast paced, dynamic, and growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

Objective & Summary

The objectives of the Project Management role will be to successfully manage Product Development schedules in a cross functional team/departmental environment. This includes project initiation/kickoff, planning, execution, and closure as well as supporting the project team's in achieving all the agreed upon goals within the set scope, time, quality and budget.

Why work for Greystone? At Greystone Energy Systems we offer many advantages of being an employee:

- We promote a life-work balance; your work schedule is Monday to Friday, daytime hours with flexible office hours.
- We offer a core plan of benefits which include Medical, Vision and Dental Care. Additionally, we offer other benefits which complete the package: Life and Disability Insurance, Employee and Family Assistance Plan which offers wellness initiatives and counseling services 24/7; a confidential service for a wide range of life-work topics.
- Employee long term career goals are important to us, we want to support and encourage learning and development throughout your Greystone Journey.
- Annual Performance Reviews.
- We believe in equal opportunity, and we promote diversity and inclusion in the workplace, at Greystone, we proactively utilize our diversity to generate new initiatives and strategies in the business.

Principle Duties & Responsibilities

- Build and develop the project team ensuring maximum performance, by providing purpose, direction, and motivation for the project in cooperation with functional managers
- Lead activities relate to Agile Project Management, including Macro-Planning, Sprint Backlog Planning & Management, Sprint Execution, and Sprint Performance Management (plan vs actual)
- Lead cross functional New Product Introduction teams in the creation of schedules from Concept to Delivery
- Develops and maintain regular project management updates including reporting on (1) Cost, (2) Quality and (3) Schedule to Sr. Management and key stakeholders
- Work with functional leads to identify schedules, scopes, budget estimations, implementation plans, and project risks
- Analyze project status and, when necessary, revise the scope, schedule, or budget to ensure that project requirements can be met
- Establish and maintain relationships with relevant stakeholders, providing day-to-day contact on project status and changes

Education, Training & Experience

- **Project management certification (PMP)** or demonstrable PM experience within an electro-mechanical New Product Development environment from concepting, to prototyping to manufacturing and delivery
- Those with extensive PM experience in Software Development would be considered
- **5+ years Project Management experience**, within a electro-mechanical New Product Development environment considered an asset including Mechanical Design, Software Development and Electronic Design
- Experienced in delivering projects under the **Agile Framework** combined with high level water fall planning is a must have
- Experience in leading complex projects involving multiple stakeholders across Product Design, Supply Chain, Quality and Manufacturing would be considered an asset
- Experience working in a Project Management capacity in mid-size organizations
- A track record of successfully delivering New Product Development Projects on time and on budget within a research and development environment

Skills and Competency Requirements

- Expert in implementing and applying **Agile practices**, including executing **Sprints**, and managing **Sprint Performance** to minimize schedule delays
- Expert in Project Management tools including, **MS Project, Jira** (including issue management, dashboard reporting, filters, Sprints, and Sprint Reporting)
- Expert using Microsoft Office suite to support managing and reporting on projects from concept to delivery
- Expert of **JIRA** and how to structure projects, create tasks and create visibility boards, and Sprint Management
- Excellent stakeholder management skills, both internal and external
- Excellent communication skills with all the key stakeholders to ensure Project scope is understood and implemented correctly
- Be an advocate of **continuous improvement** and **industry recognized best practices** in Project Management including process digitalization
- Monitoring of all Project deliverables outlined within the Greystone New Product Development process in cooperation with functional managers from project kickoff to project close
- Create and distribute **Go-live / milestone announcements** for critical project Milestones

General

- Strong problem-solving ability
- Ability to organize, plan and prioritize work

- Ability to observe, receive and otherwise obtain information from all relevant sources
- Responsive, flexible and able to succeed within an open collaborative peer environment
- Critical thinking and problem-solving skills combined with a high degree of personal accountability
- Highly motivated self-starter
- Business acumen and understanding of general business practices
- Strong verbal and written communication skills; able to effectively communicate with individuals at all levels of the organization including technical and non-technical roles

Join us in building a diverse and inclusive team!

Only those who will be considered for the next step of the application process will be contacted.

Please email resume and cover letter to hr@greystoneenergy.com