



**Job#: 6316**

**Date Posted: March 6/2018**

**Location: Montreal, QB**

**Position: Site Project Manager**

### **POSITION SUMMARY:**

The Site Project Manager will create a detailed work plan which identifies and sequences the activities needed to successfully complete the project. The candidate will determine the objectives and measures upon which the project will be evaluated at its completion, along with manage project staff and/or volunteers according to the established policies and practices of the organization.

### **KEY ACCOUNTABILITIES:**

- Define the scope of the project according to the contract documents
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with client and all other project coordinators that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated at its completion
- In consultation with the appropriate manager, recruit, interview and select staff and/or volunteers with appropriate skills for the project activities
- Manage project staff and/or volunteers according to the established policies and practices of the organization
- Ensure that personnel files are properly maintained and kept confidential
- Ensure that all project personnel receive an appropriate orientation to the organization and the project
- Contract qualified consultants to work on the project as appropriate
- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured

- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- Prepare reports on the project for management
- Monitor and approve all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements
- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

*Please submit your updated resume to: [resumes@adiuvogroup.com](mailto:resumes@adiuvogroup.com)  
Thank you for your submissions!*

