

Who are we?

Have you ever wondered what makes trading and settlement possible in Canada? It's Fundserv—the online ecosystem that ensures every fund transaction is processed timely, accurately and securely. We're an online hub that electronically connects manufacturers, distributors, and intermediaries, enabling them to buy, sell, and transfer investment funds.

Our Culture & Values

Fundserv is guided by our four core values: Collaboration, Adaptability, Integrity, and Respect. Because above all else, Fundserv CAIRs:

- Collaboration
- Adaptability
- Integrity
- Respect

Benefits & Perks

Fundserv provides a comprehensive benefits plan that includes the following:

- Health care spending account
- RRSP with employer match
- Annual performance pay
- Wellness reimbursements
- Employee discount program
- Charitable donation matching
- Flexible hours & remote work options

To better support our employees during Covid-19, we've expanded our benefits:

- Work from home stipend
- Virtual social events including escape rooms, online trivia & games
- Corporate-wide mental health days
- Wellness account for gym memberships, exercise/sports equipment, mental health apps, and more

Location:

Downtown Toronto (hybrid)

Reports to:

Director, PMO

Department:

Project Management Office

Fundserv is an equal opportunity employer. We welcome and encourage applications from individuals with disabilities. Accommodations are available on request – please let us know how we can meet your needs.

The Opportunity

The Project Manager is responsible for managing all aspects of assigned projects, from inception to implementation and project closure, ensuring that the objectives and goals are met and the commitments on budget, quality, scope, and schedules are achieved, following the standard project management practices. The Project Manager will ensure that the efforts of various internal functional areas and external service providers and customers are integrated in the best interest of the project, promoting and enforcing the Fundserv Project Management methodology. The Project Manager will facilitate communication with all stakeholders efficiently and effectively. The Project Manager directs, manages, and coordinates team members including technology resources, user groups, internal and external consultants, contractors, and vendors.

In this role, you will:

- Direct assigned projects often involving multiple internal and external constituents and matrix partners and work with people managers across the organization to ensure projects are staffed with the right people
- Directly manage all aspects of the project lifecycle and work with corporate and IT partners to oversee all phases of the project, and to ensure that related processes are completed as required (including as applicable, change management, process management, transition to business/operations, system development, quality management, etc.)
- Ensure end results are of the highest caliber with a quantifiable benefit
- Ensure the mechanisms of change management (plans, processes, tools) are in place and effectively executed
- Ensure project issues and risks are identified, quantified, managed and tracked. Use past experience to proactively anticipate risks and develop appropriate mitigation strategies and plans
- Ensures risks, assumptions and constraints are appropriately communicated and escalated when necessary.
- Rigorously manage scope to ensure commitments are achieved within agreed upon time, cost, and quality parameters
- Validate financial forecasts and provide on-going reconciliation of resources and other related project expenditures
- Define and track project milestones while developing, maintaining, and reporting on a detailed overall integrated delivery schedule
- Develop project artifacts including charter, detailed schedule, resource plan, contingency plan, and other related PM artifacts, while complying with applicable Fundserv PMO standards
- Monitor and control the project, proposing recommendations and adjustments to the Project Sponsor and PMO Lead and publishing project status reports
- Build and sustain the day-to-day relationships and communications (including project briefings) with stakeholders at various levels of the organization within the context of the project.
- Chair regular core team and key governance forums (e.g., Project Status Review Committees) to review progress with key stakeholders
- Assist with oversight of resource management across the PMO portfolio, including coordinating resource forecasting, allocations, and utilization reporting, as well as assisting with financial and resource demand reporting
- Contribute to improve the best practices of the project management community within the organization to help drive consistency, transparency, and execution excellence on projects

Why YOU are the person we're looking for

- Has led software development projects using both Waterfall and Agile methodologies and has led infrastructure projects
- Holding a valid PMP designation from the Project Management Institute is an asset. Holding a valid agile certification (e.g., Scrum Master) is an asset
- Knowledge of project management methodologies and techniques (e.g., PMI, PMBOK). Knowledge of the Software Development Life Cycle
- Experience administering MS Project Server or Project Online/Project Plan 5, Power BI experience maintaining Portfolio/Resource Management/Organizational level dashboard
- Technical acumen, with demonstrated agility in learning and ability to quickly become comfortable with unfamiliar technologies (e.g., Linux, Oracle exaCC, Nutanix, ACI)

If this sounds like you, apply today at hr@fundserv.com.