

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
- Fitness 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:

- Virtual social events including escape rooms, online trivia & games
- Corporate-wide mental health days
- Subscription reimbursement for fitness, nutritional, and mental health apps

Location:

Downtown Toronto (remote until further notice)

Reports to:

Director, PMO

Department:

Project Management

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

Fundserv is embarking on a multi-year, multi-million dollar technology transformation program that focuses on currency, resiliency, security and agility. This ambitious transformation will completely redesign every façade of Fundserv's platform. We follow the Agile methodology principles, the collaborative practices of DevSecOps and will be leveraging the latest technologies and tools, such as a hyper-converged infrastructure, software-defined network, cloud, containers and APIs, enabling Fundserv to serve the industry better, and adapt to this ever-changing technology and investment landscape.

The Project Manager is responsible for managing 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 schedule are achieved. In this role, you will:

- Direct assigned projects often involving multiple internal and external constituents and matrix partners
- Work with people managers across the organization to ensure projects are staffed with the right people
- 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.)
- Build and sustain the day-to-day relationships and communications (including project briefings) with stakeholders at various levels of the organization. Provide sound advice, counsel, and support to the Project Sponsor throughout the project.
- Ensure end results are of the highest caliber with a quantifiable benefit.
- Chair regular core team and key governance forums (e.g., Project Status Review Committees) to review progress with key stakeholders.
- Represent the interests of the project, program or PMO in various governance and inter-department forums.
- Ensure the mechanisms of change management are in place and executed.
- Ensure project issues and risks are identified, quantified, managed and tracked. Proactively anticipate risk and develop mitigation strategies/plans.
- Ensure 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 while complying with applicable Fundserv PMO standards.
- Monitor and control the project. Propose recommendations and adjustments to the Project Sponsor and PMO Lead and publish project status reports.
- Ensure day-to-day vendor relationship management occurs
- Contribute to improve the best practices of the project management community within the organization to help drive consistency, transparency, and execution excellence on projects.
- 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.

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
- Fitness 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:

- Virtual social events including escape rooms, online trivia & games
- Corporate-wide mental health days
- Subscription reimbursement for fitness, nutritional, and mental health apps

Location:

Downtown Toronto (remote until further notice)

Reports to:

Director, PMO

Department:

Project Management

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.

Why YOU are the person we're looking for

- Good knowledge and 2-5 years of experience in project management.
- Knowledge of project management methodologies/techniques (PMI, PMBOK)
- Knowledge of the Software Development Life Cycle (SDLC).
- Experience leading software development projects using both Waterfall and Agile methodologies, as well as infrastructure projects
- Valid PMP designation from the PMI, agile certification an asset
- Experience administering MS Project Server or Project Online/ Project Plan 5
- Power BI experience maintaining Portfolio/Resource Management/Organizational level dashboard
- Strong skills in risk management, stakeholder management, influencing, problem solving, critical thinking, communication, and presentation
- Technical acumen, with ability to quickly become comfortable with unfamiliar technologies (e.g., Linux, Oracle exaCC, Nutanix, ACI)
- Ability to effectively navigate a matrix organization

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