

## WHO WE ARE

We are a B Corp certified social enterprise enabling healthcare equality for all.

As a social enterprise, we manage dental, vision, drug, and healthcare benefits programs exclusively for government and social services agencies in Canada. Our targeted experience and innovative technology provides cost savings, reliable service, process continuity, and accurate, insightful data that enables governments to make informed strategic decisions, reducing stress on the healthcare system through streamlined administration.

## ABOUT THIS OPPORTUNITY

Accerta is seeking an experience, **Full-Time Temporary Project Manager**. We are looking for a self-motivated individual who can take on the challenges of a busy, fast-paced working environment, is agile, solves problems creatively and can communicate with all levels of stakeholders.

## PROJECT MANAGER ACCOUNTABILITIES

- The successful applicant will be accountable for gathering and defining business needs, reviewing and approving detailed business requirements, documenting business process, identifying and managing project risks.
- Experience planning and rolling out user acceptance testing, updating system documentation, developing test plans, project related communications/ training and transitioning knowledge when the project is complete.
- In partnership with the project sponsor create a project charter that defines objectives, a baseline scope, schedule and budget; support the development of business case documentation; develop measures of success; risks and assumptions; and resource requirements.
- *Develop and* maintain a tracking schedule, using a variety of technical tools to ensure critical milestones, task dependencies and durations are kept on track.
- Deliver presentations to senior leadership and stakeholders regarding the project.
- Must have knowledge of risk management; be able to identify future roadblocks (risks) and developing mitigation strategies; developing solutions to a variety of problems (issues) using standard problem-solving tools and techniques.
- Experience with change management; able to document and escalate changes to the project scope, schedule and/or budget; Manages vendor and software changes.
- Maintains control of both the technical and cost requirements of each project.
- Ability to summarize and document lessons learned and complete steps for closing projects.

## **QUALIFICATIONS**

- Bachelor's degree or equivalent experience.
- 5 to 7 years progressive experience as a Business Analyst or equivalent experience (knowledge of methodologies, tools and techniques for testing and developing business requirements).
- Proficiency with Microsoft Excel, Visio, Power Point and Sequel.
- Experience in project leadership roles in the public, insurance or health sector is an asset.
- Planning, organizing and executing multiple concurrent projects of medium to high complexity, delivering them within specified timeframes and budgets.
- Experience managing technical projects is an asset.
- Familiarity with project management applications.
- Excellent problem solving, interpersonal communication.
- Must be extremely detail-oriented with respect to documentation and communication.
- Strong proven leadership capabilities; problem solving and presentation skills.
- PMP certification is required.

## **HOW TO APPLY**

We accept applications submitted via Indeed.ca or via e-mail to the attention of the Manager, Human Resources at [recruit@accerta.ca](mailto:recruit@accerta.ca).

### **Inclusion and Equal Opportunity Employment**

Accerta is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Aboriginal/Native American status or any other legally-protected factors. Disability-related accommodations during the application process are available upon request.

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

Final candidates for this position may be required to undergo a security screening, including a criminal records check and reference check.

To learn more about us please go to: <http://www.accerta.ca/>