

Equity Financial Trust

Project Manager

Job Location: Toronto
Reports to: Vice President, Information Technology
Employment Type: Permanent Full-Time

Company Overview:

Equity Financial is a publicly traded Canadian financial services company serving the alternative residential mortgage market through its OSFI-regulated wholly-owned subsidiary Equity Financial Trust Company. At Equity, we strongly believe our success is based on one singular factor – our people.

Overview of Position:

The primary functions of this position include project management, and gather business requirements. This role is responsible for leading multi-disciplinary teams to deliver integrated client solutions and achieve the expected business results. The most typical project roles for the Project Manager usually consists leading project teams of 5-10 people.

The Project Manager manages projects to an acceptable level of risk by balancing scope, time, cost and quality, while maintaining a positive environment that promotes individual development and high performance standards. He/she should be able to quickly grasp complex business and technology problems and drive them to resolution. Verbal and written communication skills are particularly important given the often varied nature of the work. The Project Manager must have excellent relationship building, leadership and team management skills. He/she must have a deep understanding of project management tools and approaches to manage complex, multi-disciplinary projects and the flexibility to lead diverse and dynamic teams to deliver balanced and integrated solutions to our business's challenging business problems.

In performing the essential functions of this role, the work environment is fast-paced and team-based.

Job Responsibilities:

Essential duties and responsibilities include the following and others as assigned:

I. Project Management

- Develops and tracks integrated project plans
- Facilitate and drive business analysis and requirement gathering and documentation
- Adapts and applies the PM methodology to meet project objectives and achieve expected business results
- Establishes and maintains project communications
- Develops project estimations
- Oversees the development of project deliverables
- Establishes and maintains processes to manage scope throughout the project lifecycle
- Identifies and manages project issues
- Sets project quality and performance standards
- Assesses and manages risk over the project lifecycle

- Maintains project tracking and information systems
- Monitors project financials and considers profitability in decision-making

II. Leadership & Management

- Partners with others to lead teams of 5-10 individuals
- Builds and structures project teams to ensure maximum performance
- Provides purpose, direction and motivation to team
- Clarifies and communicates project objectives and success criteria
- Ensures key project-wide roles and responsibilities are defined
- Ensures a positive, collaborative work environment for the team
- Mentors and coaches project team members, as appropriate
- Manages third-party partner and/or vendor relationships, as necessary

III. Business Client Management

- Responsible for ongoing client satisfaction
- Manages peer-level client relationships (expectations, communications, negotiations, escalation, feedback, etc.)
- Develops relationships with key client stakeholders and client executives
- Provides day-to-day project contact for the client

Qualifications:

The successful candidate will have:

Education

- Bachelor's degree required
- PMP Certification required

Experience Guidelines

- 5-7 years' work experience
- Project management experience in successfully delivering information technology solutions, preferably in an IT services organization
- Led diverse teams of 10 or more people in dynamic and fast-paced environments
- Experienced multiple full project lifecycles from business development to final delivery
- Led teams with multiple discipline representation (especially technology, user experience, and business consulting)
- Proficient in Word, Excel, PowerPoint and MS Project; knowledge of Visio
- Mortgage industry experience is desired
- Previous experience with mortgage applications is an asset
- Knowledge of Change Management process