



The world needs great women...it starts at The Study. Founded 1915, and recognized as one of Canada's premier girls' schools, The Study actively fosters the development of character, confidence and visionary thinking. Dedicated teachers and staff offer a stimulating bilingual environment to students from Kindergarten to Grade 11.

Project Manager (contract position)

Reporting to the Director of Finance and Operations, the Project Manager will manage and organize key projects at the school. The Project Manager should have a background in business skills, understanding of HVAC equipment, budget analysis and prioritization.

Credentials:

- A Bachelor's degree ideally with some formal Project Management training

Necessary Qualities:

- Engineering or technical background
- Bilingual (spoken & written French and English)
- Solid organizational skills
- Excellent communication skills
- Proven work experience as a project manager
- MS Office suite of software essential
- Time management skills

Responsibilities:

- Coordination of internal resources and third party vendors, which includes obtaining quotes and quality assessment for projects.
- Ensuring that all projects are delivered on time, within scope and within budget
- Develop a detailed project plan to track progress
- Manage contracted and sub-contracted employees
- Perform risk management to minimize all project risks
- Ensure technical feasibility
- Create and maintain project documentation
- Be present on-site for all project work

If interested please forward your letter of interest, curriculum vitae by August 16th, 2017 to: Mrs. Paula Boggild, Director of Finance at pboggild@thestudy.qc.ca, or The Study, 3233 The Boulevard, Westmount, Quebec, H3Y1S4. We thank all candidates in advance. However, only those selected for an interview will be contacted.