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### **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 8<sup>th</sup>, 2017 to: Mrs. Paula Boggild, Director of Finance at [pboggild@thestudy.qc.ca](mailto: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.