



## **CAREER OPPORTUNITY** **STRATEGIC PROJECTS MANAGER**

Essex Power Corporation's vision is to be an Energy Provider that utilizes best in class people, processes, and technology to lead the marketplace in sustainable energy solutions. Our customers will receive the greatest value by integrating an economic and environmental balance to the products and services we deliver to them. As an Energy Provider, we will be a community leader in ensuring that environmental stewardship is a vital component of our services to increase customer awareness of proper energy utilization and management.

We are presently inviting applications for the Full-Time (12-to-18-month Contract) position of:

### **STRATEGIC PROJECTS MANAGER**

The Strategic Projects Manager will report to the President and CEO and will be responsible for the management of a wide range of internal projects within the Essex Power Group of Companies. This person will manage the Project Management Office and help lead in the documentation of processes and systems of business operations.

As a member of the Essex Power Corporation team, the successful candidate will be required to perform the following duties:

- Understand all project and business drivers, dependencies and technical solutions/limitations required to achieve desired and optimal project outcomes
- Understand and implement the Project Management Office (PMO) and guidance procedures for strategic organizational projects
- Work with cross-functional teams throughout the organization to consistently evolve the PMO
- Implement processes and create documentation to support the acquisition, validation, organization, and storage of data (including the creation of Standard Operating Procedure documentation for existing business processes)
- Lead project teams in defining and documenting clear and attainable project objectives and conduct the coordination of scheduling, planning, etc.
- Assist project teams in tracking project milestones, achievements, risks, and resources
- Assist project teams with the preparation, publishing and maintaining of detailed project documentation including but not limited to project charter, project plan, progress reports, milestone reports, close out reports, scheduling, etc.
- Ensure proper documentation and records (plan, budget, reports, contracts, schedules, etc.) are being stored to corporate drive via PMO standards
- Liaise and coordinate activities with department managers as needed
- Deliver additional duties and assignments as assigned or required by the President & CEO.
- Participate in RFP/Proposal creation process
- Support contract-award/negotiations with respect to 3<sup>rd</sup> party contracts, as necessary



The ideal candidate will have the following essential knowledge and education:

- **Education:** Requires a thorough knowledge of customer service, business processes and acumen, program management, reporting, financial concepts, business planning, and budget administration. This knowledge is typically acquired through the successful completion of a four-year university education. A degree in business management, finance, or related degree, and knowledge of renewable energy and/or distributed energy resources are considered assets.
- **Skills:** Require excellent analytical, oral, and written communication skills. Requires attention to detail when assessing financial/budget related issues and making recommendations. A creative problem solving, and solution-oriented individual is likely to succeed in this role. While a technical or engineering background is not required for this role, the ability to quickly gain a functional understanding of technical concepts is considered an asset.
- **Experience:** Required 1 to 3 years of related work experience in a program management, customer service, finance, or engineering/technology related environment.

**Essential competencies include:**

- Proficient computer skills including Microsoft Office Suite, Visio, Excel and various Project Management tools (Smartsheet, Microsoft Project, etc.)
- Ability to manage multiple projects simultaneously and effectively complete tasks while meeting strict timelines
- Ability to assess and manage risk and issues
- Ability to learn in fast-paced environment
- Ability to develop cooperative working relationships
- Demonstrated capability in technical/business writing
- Strong attention to detail and demonstrated critical thinking skills
- Project Management Certification considered an asset
- Must have a valid driver's license

**NOTE:** Please note that applicants who receive any conditional offer of employment from Essex Power will be required to provide proof that they are fully vaccinated with a COVID-19 vaccine approved by Health Canada as a condition of employment and to maintain their status as fully vaccinated as a condition of continued employment. Essex Power will consider individual requests for accommodation by applicants who cannot be fully vaccinated due to grounds protected under the *Human rights Code*.

All the above is subject to validation and/or testing.

To find out more about Essex Power, visit our website at [www.essexpower.ca](http://www.essexpower.ca)



Interested applicants are invited to submit in confidence a cover letter and a detailed resume as a single document (*saving file as your last name and first name with no spaces*) by July 22, 2022, to

[recruitment@essexpower.ca](mailto:recruitment@essexpower.ca)

*\*Please note **Strategic Projects Manager** in subject line\**

Essex Power Corporation is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. To achieve this, we strive to create a supportive work environment and a culture that welcomes everyone and encourages equitable opportunities for all employees, and we encourage all qualified individuals to apply for employment opportunities.

Essex Power is an Equal Opportunity Employer. Appropriate accommodations will be provided upon request throughout the hiring process as required by the Accessibility for Ontarians with Disabilities Act (AODA)

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.