

Project Control Officer

About Us:

Apriori Ressources Humaines inc. is a consultant firm specialized in the recruitment of IT professionals. Our unique approach is based on the quality of our interventions and our network of contacts in the IT industry. We value openness in all interactions and our interviews are conducted so we may properly understand your career path. We represent our clients and candidates with pride, integrity and transparency. **As a matter of fact, our goal is simple:** pair qualifications and career opportunities by creating lasting relationships and meeting all parties' expectations.

Our Client:

In total, our client, its divisions and subsidiaries employ more than 2,200 people in Quebec, Ontario, Western Labrador and the Atlantic provinces. You will be a member of the SAP Implementation Team (multi-modules) in your area of expertise. Our client offers a pension fund, excellent group benefits, a generous base salary as well as a special incentive earnings program which will be explained in details during your interview with us. The total remuneration package will surpass your expectations. Upon completion of the implementation (in approximately 2 years), the "New Dimension" tools will be attached to different modules, thereby enhancing the long-term challenge. You will not find a more exciting SAP career challenge in Montreal. Our client is offering you a great career opportunity.

Job Summary:

This role is responsible for assisting the IT Project Management Office and IT Project Managers with administering and controlling project management deliverables. This includes the administration of the project plan, project documents, time reporting, financial controls, invoicing, contracts, and project budget preparation. This role is also responsible for producing month-end project financial reports.

Key Responsibilities:

- Assist Project Manager with creation and maintenance of the project work plan. This includes tasks, dependencies, time frames, resources and links with other projects.
- Identify and highlight resource loading issues within the project work plan. Facilitate the analysis by the project manager of resource and planning alternatives by providing what-if scenario results.
- Assist Project Manager with documenting and tracking all risks, issues, change requests and action items
- Set up, collect and ensure completeness of actual hours with respect to project staff's time reporting on assigned tasks and estimated time to completion

- Monitor, reconcile and process project invoices
- Calculate and request month-end accounting accruals for the project
- Track actual costs to project budget
- Develop expertise in the document management system and project management methodology. Support various documentation initiatives
- Apply, and ensure compliance with, all appropriate company's IT standards (eg. Security, Architecture, Project Delivery Methodology, etc.)
- Manage a global project meeting schedule, including the scheduling of a wide variety of project meetings.
- Assist in ensuring quality and consistency across project inputs and outputs
- Develop knowledge and expertise across all projects
- Support a variety of IT-PMO communications objectives
- Assist in development of a variety of IT Templates, Handbooks, and Best Practices
- Assist Domain Managers in a variety of short-term functions and projects
- Assist with Portfolio Audit requirements
- Act as interim PM and have experience to run projects on an as needed basis

Required Knowledge, Skills and Experience:

- University Graduate in Computer Science, MIS or related field (or equivalent experience)
- 5 years experience in either Business or IT Projects, including experience within a Project Management Office or with a Project Management Best Practice
- Experience with Microsoft Enterprise Project Management
- Exposure to a variety of systems, projects, and related IT issues
- Ability to work in both English and French (oral and written)
- Demonstrated ability to work in a collaborative team environment.

Send your CV to droy@apriori-rh.com.



WWW.APRIORI-RH.COM

Note:

*All the consultants of Apriori Ressources Humaines Inc. are members of the **l'Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec**. We act according to the Code of Conduct of the Ordre and never divulge information concerning your candidacy to a third party without having obtained your prior consent. Your candidacy is important to us and you can rest assured of its confidentiality. The masculine gender is utilized in the text to refer to both men and women.*