



JOB POSTING

POSITION: Project Manager
STATUS: Full-Time
LOCATION: Kohl & Frisch Limited (Concord, ON)
REPORTS TO: Director, IT Strategy & Planning
DEPARTMENT: IT Strategy & Planning

Primary Role of This Position

The Project Manager is responsible for managing multiple projects from inception to implementation. The focus is to implement solutions to benefit Kohl & Frisch customers and suppliers as well as improve our internal operational efficiency. The Project Manager will be expected to use industry-standard processes to initialize, plan, execute, control, monitor and close projects. They must be proficient in managing the complexities associated with large, enterprise-wide strategic initiatives and must be able to communicate effectively with executive-level staff.

Major Responsibilities

- + Use project management skills, experience, and methodologies to lead/manage projects via effective planning, resource procurement, meeting planning/facilitation, conflict resolution, risk mitigation, status reporting, etc.
- + Manage multiple projects concurrently that are at various stages in the project life cycle
- + Engage effectively with project sponsors to reach a mutually acceptable agreement on project objective, scope, deliverables, timeframes, resources, and outcomes
- + Drive and maintain the process for initiating new project requests and prioritization
- + Ability to work collaboratively at all levels to drive ideas, projects, and deliver results
- + Provide motivation, direction, guidance and priority setting at team level
- + Write project documents including charters, business requirements, project plan, training, policy and procedures, etc. using the company adopted documentation templates
- + Determine quality standards and oversee the execution/production of project deliverables and management documents
- + Drive the decision-making process related to business processes or deliverables within the project context
- + Facilitate and/or participate in process improvement brainstorming sessions
- + Provide timely updates to appropriate stakeholders regarding project delivery progress, issues and barriers, developing risks and current timeline status
- + Conduct post-implementation review and ensure learnings incorporated into future projects
- + Engage with 3rd party vendors as required
- + Mentor team members in all aspects of project management

Education and Experience

- + Undergraduate degree in business or a related discipline preferred
- + A minimum of 10 years of experience as a project manager
- + Pharmaceutical industry and/or functional Supply Chain experience is an asset (i.e., operations, planning, logistics, distribution, and warehousing, etc.)

Qualifications

- + PMP and/or Six Sigma Belt certification preferred. Knowledge of formal business process improvement.
- + Strong understanding of SDLC
- + PC/MS Office skills (Visio, Project, Outlook, Word, Excel, PowerPoint)
- + Strong analytical, problem-solving, negotiation, and collaboration skills. Business Analyst experience a plus.
- + Demonstrated track record of leading change management initiatives, with a heavy emphasis on teamwork, engagement, and inclusion of stakeholders that are meaningfully impacted by the change
- + Ability to travel (up to 25%)

How to Apply

If you are interested in applying, please submit a cover letter and a résumé no later than October 18, 2021 to: mslaczka@kohlandfrisch.com.

Please ensure you specify the job title, **Project Manager**, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.