



# JOB POSTING

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

---

## 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 (K&F) 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. He/she 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

- + Uses 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.
- + Manages multiple projects concurrently that are at various stages in the project life cycle
- + Engages effectively with project sponsors to reach a mutually acceptable agreement on project objective, scope, deliverables, timeframes, resources, and outcomes
- + Drives and maintains the process for initiating new project requests and prioritization
- + Ability to work collaboratively at all levels to drive ideas, projects, and deliver results
- + Provides motivation, direction, guidance, and priority setting at team level
- + Writes project documents including charters, business requirements, project plan, training, policy and procedures, etc. using the company-adopted documentation templates
- + Determines quality standards and oversees the execution/production of project deliverables and management documents
- + Drives the decision-making process related to business processes or deliverables within the project context
- + Facilitates and/or participates in process improvement brainstorming sessions
- + Provides timely updates to appropriate stakeholders regarding project delivery progress, issues and barriers, developing risks, and current timeline status
- + Conducts post-implementation review and ensures learnings are incorporated into future projects
- + Engages with third party vendors as required
- + Mentors 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/Microsoft 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 **November 22, 2019**, to: [fvaianisi@kohlandfrisch.com](mailto:fvaianisi@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.*