



JOB DESCRIPTION

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JOB TITLE: Senior Project Manager

DEPARTMENT: PMO

POSTING DATE: 6th June 2011

LOCATION: Toronto GTA - Richmond Hill

STATUS: Full Time

WireE is a global company with headquarters located in Richmond Hill, Ontario. We are a growing company that believes we can make a difference in the future development of Wireless IP based networks. If you are interested in being a part of this exciting and challenging area then WireE is the place for you.

We use our in-depth knowledge and unique expertise to plan, design, build and manage network transformation and network extensions. We take legacy mobile networks, fixed networks, utility and municipal networks and transform them into Next Generation IP networks:

- Core network, backhaul and radio access
- Legacy Technology Retirement solutions
- Smart grid networks

We believe in Corporate Social Responsibility and give back to the communities we work in, helping to bridge the digital divide. We work with the best of the best from various disciplines and backgrounds. We believe in diversity, and we're proud of our energetic team members. Our "just get it done" attitude keeps everyone motivated and makes for a truly dynamic and fun working atmosphere.

Come be a part of something exciting – join the WireE team!

POSITION DESCRIPTION

WireE is seeking to fill the position of Project Manager within the Project Management Office. On behalf of WireE, the project manager is responsible for managing the rapid deployment of a Telco build out which comprises wireless, optical and wireline network. Prior Telco experience and knowledge is essential to be successful in executing the project.

The Project Manager will be hands on and responsible for contractor/vendor management. The PM will be responsible for establishing milestone and holding the project team accountable for deliverables. The PM will provide support to functional departments on the project, as determined by the engagement Lead.

The position requires Canadian Police Information Centre (CPIC) clearance.

KEY RESPONSIBILITIES

- Applicants should hold or be eligible to obtain mandatory security clearances.
- Some travel to remote sites
- Hands on approach in facilitating site access and managing tight deployment schedules
- Manage MOP and ATP process for site acceptance
- Contractor and Vendor Management
- Build strong partnerships with key stakeholders, vendors and client
- Managing all phases of the project lifecycle, including:
 - Identifying and assessing project costs, benefits and risks (including developing business cases)
 - Managing the development of business and technical requirements, test cases and communication plans
 - Integrate client experience and interactive design process within project phases
 - Coordinating efforts across cross-functional teams,

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- Reporting on project critical success factors
- Identifying and resolving project issues
- Manage site acquisition and colocation requirements
- Presenting concepts, recommendations, and project updates to stakeholders and Executives
- Act as central information source by maintaining and distributing project details e.g. Contact details/ organization charts and contractual details, where applicable.
- Create project plan and resource scheduling
- Prepare correspondence, reports, and high quality presentations
- Work with Financial Controller and Account Management teams to develop and maintain the account policy and procedures e.g. budget and approval levels and project tracking i.e. actual vs. budget
- Ensure accuracy of all paperwork and change orders
- Ensure team members follow defined processes.

REQUIRED EXPERIENCE

- Wireless network rollout experience is critical
- Applying project management methodologies and tools to plan and execute projects of varying scale and complexity
- Documenting business requirements and processes
- Working in both a technical and non-technical environment (ability to speak the languages of business and Technology)
- Applying quantitative analysis to assess initiatives and support recommendations
- Good understanding of wireless telecommunications deployment
- PMP designation an asset
- Experience working in a wireless telecommunications environment is an asset

KEY SKILL REQUIREMENTS

- Ability to manage own workload and set priorities with little supervision.
- Outstanding attention to detail from ensuring paperwork is correct & accurate to following up on work package item within a project plan.
- Asks probing questions and is not afraid to push for results.
- Ability to prioritize between multiple tasks and can meet tight deadlines.
- Excellent oral and written communications skills with the ability to communicate in a straight forward manner.
- Excellent PC skills, including Microsoft Office Suite (Word, Excel, PowerPoint and Visio) and MS Project (a must)
- Familiarity with CRM tools

To apply please click on following link immediately

<https://www.smartrecruiters.com/cgi-bin/WebObjects/frontoffice?fp1=52128791&fp2=730666522>