



# PROJECT MANAGER

Join our dedicated National team as a **Project Manager!** Reporting to the Director, PMO this position provides project management, business process and change management leadership for new and continuous improvement initiatives across the enterprise.

## Your Key Responsibilities:

### Project Management:

- Develops project charters and project plans as appropriate to effectively manage scope, approach, schedule, and budgets for initiatives – both internal and those involving external partners.
- Lead planning, requirements gathering and implementation of new business processes, continuous improvement initiatives and/or technical changes across the enterprise.
- Lead change management and training activities for new and continuous improvement initiatives.
- Manage change management communications including creation, distribution, and impact measurement reports to create appropriate levels of awareness for all stakeholders.
- Formally report on project progress to budget and schedule.
- Provide oversight of Business Analyst governance documents throughout the project lifecycle including technical documents for enterprise system applications.
- Support the development and maintenance of project management deliverables including plans, schedules, estimates, responsibility, and compliance matrices.
- Manage maintenance of business process documentation including process maps, processes, and procedures.
- Support the creation and maintenance of job aides, templates, and other tools related to enterprise business processes.
- Support testing process including Quality Assurance and User Acceptance Testing.
- Contribute to the development and implementation of the enterprise program management portfolio management process.

### Interpersonal/Communications:

#### Internal Relationships

- All teams

#### External Relationships

- Application vendor partners
- Stewards
- Regulators
- IS and IT service providers

## What you bring:

### Education:

- Post-Secondary education required.
- SAP ECC training preferred.
- PMP certification preferred.

### Experience:



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- 5+ years IT Systems Projects / Business Analysis experience.
- 3+ years experience with change management/change control boards.
- Knowledge of SAP modules, particularly SD, MM and FICO, is preferred.

#### **Knowledge/Competencies/Skills:**

- Effective presentation skills, and able to facilitate discussions and build consensus to achieve holistically beneficial outcomes.
- Highly self-motivated, excel at multitasking and comfortable working in an entrepreneurial environment.
- Excellent written and verbal communication with strong command of business English.
- Strong analytical and problem-solving skills.
- Able to think strategically about opportunities for business process/systems improvement.
- Able to accept and manage changing priorities and address issues quickly and professionally.
- Intermediate knowledge of Excel, Visio, and MS Project.
- Knowledge of PMBOK, BPM CBOK is an asset.

#### **Working Conditions**

- Based in Toronto office.
- Potentially 20% of working hours may need to accommodate office hours of our west coast programs for teleconference meetings.
- Occasional travel for onsite data gathering sessions and deployments with west coast team members.

#### **About Us**

Circular Materials is a national producer-led not for profit organization that supports producers in meeting their obligations under extended producer responsibility regulations across Canada. We are committed to building efficient and effective recycling systems to minimize waste, and ensure materials are reused again and again. Through the support of our founders and member producers, Circular Materials is implementing a national harmonized approach focused on improving recovery rates, meeting the needs and expectations of consumers, and protecting the natural environment. The team is currently working remotely.

For more information visit: <http://www.circularmaterials.ca>

#### **What We Care About**

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our small, dedicated team, our service partners, and our stakeholders. Our values of innovation, trust, knowledge, service, and respect should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a Professional Development benefit, Personal Wellness Benefit, RRSP matching program, and medical/dental group benefit coverage.

#### **Apply Now!**

Think you would be a good fit for our **Project Manager** position? We want to hear from you!



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Please send your cover letter and CV to [humanresources@circularmaterials.ca](mailto:humanresources@circularmaterials.ca) by March 9, 2023.

Circular Materials is an Equal Opportunity Employer. We thank all applicants for their interest. Only those under consideration will be contacted.