
Project Manager

Halifax, NS

The Opportunity:

Bluedrop Training & Simulation Inc. (BTSI) focuses on design and development of eLearning, simulation, and integrated training solutions for our clients.

As the Project Manager, you have a passion for managing and exceeding client expectations at every turn, while ensuring a team of designers and developers meets all cost, schedule, scope, and quality requirements.

What you will be doing:

- Primary point of communication with client project authority
 - Overall client escalation points if there are client concerns
 - Keeping client informed of project status
 - Negotiating changes and change orders when necessary
 - Overall quality control of client deliverables
- Participating in level of effort and cost estimating to support new opportunity development
- Reviewing, understanding, and managing contracts and commercial requirements
- Preparing project plans that will deliver contract requirements
- Working collaboratively with resource managers to ensure required resources are identified to execute project plans
- Providing updates regularly, including written status reports, noting that any deviations from the project plan must be explained; including estimate cost to complete and earned value variances, schedule variances and accomplishments to date, and issue and risks.
- Monitoring project progress and reviewing status provided by project team members
- Using formal methodology, procedural knowledge, and budget management experience to ensure projects are completed on time and within budget
- Coordinating, planning, and scheduling production resources, and deliverables with broader PMO resource allocation and planning
- Planning and tracking effort of the project team and supporting BTSI's processes for invoice generation
- Other related duties as required

What you will need to succeed:

Must Have:

- Minimum 5 years' experience in a project management role.
- Must be able to obtain Government of Canada NATO Secret security clearance.
- Excellent interpersonal and organizational skills including:
 - Ability to influence others to a desired outcome through building persuasive arguments based on logic and facts, coupled with the ability to anticipate, and respond to the needs and concerns of others.
 - Ability to adapt to, and work effectively within, a variety of situations, and with various individuals or groups.
- Exceptional organizational skills with an ability to handle multiple initiatives, and deadlines while keeping up with a fast-paced environment.
- Strong presentation, facilitation, consulting, and relationship building skills.

- Superior consultative skills with the ability to anticipate and interpret client needs and provide optimal solutions.
- Must be able to work in a team environment.
- Excellent listening and communication skills.
- PMP certification required.
- Experience with Canadian military projects/contracts an asset.
- Experience with courseware and/or technical publications development projects an asset.
- Strong computer skills (Word, PowerPoint, Excel, Microsoft Project).

What's in it for you:

We strive to be our best, progressive thinkers to keep us growing, and working together to deliver trusted advice to help our clients thrive and communities prosper. We care about each other, reaching our potential, making a difference to our communities, and achieving success that is mutual.

- Competitive compensation, bonus opportunities, and benefits as well as exceptional career growth potential.
- Leaders who support your development through coaching and training.
- Ability to make a difference and have a lasting impact.
- Work in a dynamic, collaborative, progressive, and high-performing team.
- Flexible work/life balance options.
- Opportunities to do challenging work.
- Opportunities to move into other design teams at Bluedrop.

At BTSI, we embrace diversity and inclusion for innovation and growth. We are committed to building inclusive teams and an equitable workplace for our employees to bring their true selves to work. This is an excellent opportunity for ambitious, career-oriented individuals who wish to be part of a large, dynamic and highly successful organization. While we thank all candidates for their interest, only those candidates to be interviewed will be contacted.