



Project Manager Job Posting

Title:	Project Manager
Reports to:	President & General Manager
Start Date:	asap
Education Level:	Bachelor's Degree
Location:	West 50B Caldari Road, Concord, ON, L4K4N8
Send Resume to:	Human Resource Manager: cyip@mirion.com
Working Hours:	Full-Time (40 hours per week)

Job Summary:

The Project Manager (PM) will represent the site in all aspects of cross functional projects. The PM is responsible for the planning and oversight of projects to ensure that they are completed on time and on budget. The PM will plan and assign project resources, prepare budgets and variance reports, monitor progress and keep stakeholders informed throughout the project. This will be a hands-on role requiring active participation in the day-to-day activities of the site. They will liaison with Sales Account Managers, Engineering, Customer Care Specialists, Operations, Intercompany Trading Partners and Finance.

Core Duties/Responsibilities:

- Determining and defining the project scope and objectives
- Analysis of project requirements and specifications, generating gap analysis and compliance matrices
- Define resource requirements to meet objectives and manage resource allocation
- Prepare project budgets for time and cost and track and report actuals and variance in a timely manner
- Perform cost analysis to estimate expected costs for the project and opportunities/risks
- Oversee and coordinate the teams, departments or individuals involved in the project & maintain consistent communication
- Develop and manage a detailed project schedule and identify key milestones
- Build project structure in ERP inclusive of all networks/nodes needed for billing project milestones
- Maintain relationships with other Project Managers from Intercompany Trading Partners
- Make adjustments to project plan as needed and ensure the site leadership team is informed.
- Attend meetings as required – production, customer, special projects, etc.
- Work closely with other departments in the Company
- Maintain confidentiality of the Company's documentation
- Perform other duties as assigned

Skill/Knowledge & Other Requirements:

- Bachelor's degree in computer science, business, or related field
- 5-8 years of project management and related experience – preferably in an international manufacturing company
- Project Management Professional (PMP) certification or enrollment an asset
- Proven ability to solve complex problems creatively
- Working knowledge of SAP-PM an asset
- Strong computer skills in Windows environment and Microsoft Office; Proficient with MS Project or equivalent & Excel
- Exceptional oral and written communication skills to communicate effectively with all levels within the organization and with external stakeholders
- Knowledge of domestic/international business community
- Able to handle multiple tasks with attention to detail
- Strong writing skills for creating reports, correspondence, requests and other documentation
- Exceptional organizational skills to ensure work is completed accurately, on time, and on budget

Other Desired Skills/Knowledge:

- Experience working in the Nuclear industry or in electronics



- Experience with Lean concepts
- Must possess a high level of moral judgment for handling confidential information and monetary transactions.
- Strong conflict resolution skills.
- Effective attention to detail and a high degree of accuracy.
- Strong work ethic and positive team attitude.
- Sound organizational, problem solving, analytical thinking, planning, prioritization, and execution skills.
- Ability to make decisions and multi-task.
- Excellent teamwork and team building skills.
- Experience with agency compliance requirements (US, CSA, CE).
- Knowledge of French
- Knowledge of German

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