



## **JOB POSTING**

### **PROJECT MANAGER OPERATIONAL EXCELLENCE**

The **Project Manager** is responsible for managing, executing and implementing cross-functional projects in partnership with the business. The Project Manager is also responsible for identifying, developing, managing and implementing changes to business processes to support project delivery.

#### **RESPONSIBILITIES AND DUTIES**

- Manage multiple projects in parallel as approved by the Senior Management Team with a focus on Tier 1 projects;
- Champion the use of standard project management (PM) practices as defined by Operational Excellence to ensure consistency and predictability in project execution;
- Monitor all project related risks and issues, change challenges, options and mitigation plans for review by the Senior Director, Operational Excellence;
- Direct external vendors and vendor resources to meet and exceed project and portfolio objectives;
- Assist with management of the Strategic Plan, aligning priorities for projects with the Senior Management Team;
- Support use of project management software to enable greater automation of PM process to reduce effort for other project staff.

**Education:** University degree in Business Administration or equivalent. Project Management designation (PMI or PMP) is also required.

**Experience:** Minimum of 5 years relevant industry experience, with experience in business partnering and business relationship management; knowledge of PMO processes and standard project management methodology (PMI).

Interested candidates should forward their cover letter and resume to the Human Resources Department at [hr@oma.org](mailto:hr@oma.org).

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