



**JOB TITLE:** IT Project Manager  
**DEPARTMENT:** Information Technology, Guardian Capital Group Limited (“GCG”)  
**REPORTS TO:** Director, Project Management Office (“PMO”)  
**LOCATION:** Toronto, ON

**JOB STATEMENT:**

Reporting to the Director, PMO, the IT Project Manager will lead the development and implementation of complex information technology projects to solve problems that may have wide impact, requiring high levels of functional integration and involving multiple disciplines to be managed. This self-motivated and energetic candidate must be a project management professional who is highly adept at understanding business outcomes and then acquiring the right resources and coordinating their efforts in order to deliver projects according to plan.

**ESSENTIAL FUNCTIONS:**

- Communicating with stakeholders within the Guardian group of companies to understand business challenges and desired outcomes;
- Performing the full range of the Project Management Lifecycle: discovery initiating, planning, executing, monitoring and controlling, and closing;
- Recommending and leveraging AGILE development methodology and principles, where applicable, to deliver value sooner to the business, through a defined minimum viable product (MVP) methodology;
- Defining, documenting and managing project scope, goals and deliverables, that support business goals in collaboration with senior management and stakeholders;
- Developing full-scale project plans and associated communication documents;
- Communicating project expectations to project team members and stakeholders in a timely and clear fashion;
- Estimating the resources and participants needed to achieve project goals;
- Drafting and submitting budget proposals and recommending subsequent budget changes where necessary;
- Managing the integration of vendor tasks and tracking and reviewing vendor deliverables;
- Developing and delivering progress reports, proposals, requirements documentation, and presentations; and
- Leveraging steering and executive committees for decision-making, change management, and communications.

**QUALIFICATIONS:**

- Post-secondary education in Business or Information Technology
- Experience in project management principles, requirements gathering, business and technical documentation and report writing
- 5+ years’ experience within the investment industry is preferred
- Strong knowledge of Microsoft Word, Excel, MS Project and Visio
- Experience in SQL and Data Warehouses an asset
- Knowledge of Dataphile OpenView an asset
- Knowledge of CRM applications (Microsoft CRM Dynamics, Salesforce) an asset

- 3+ years' experience in an AGILE software delivery environment
- Excellent documentation, verbal and written communication, and problem-solving skills
- Ability to create reports and deliver presentations
- Planning and time management skills
- Exceptional interpersonal skills
- Strong attention to detail
- Extremely collaborative in a team environment

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [br@guardiancapital.com](mailto:br@guardiancapital.com).*

*Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*