

StanleyBlack&Decker



JOB OPPORTUNITY

POSITION: Project Manager
REPORTS TO: Installation Manager
DIVISION: Stanley Electronic Security
LOCATION: Mississauga, Ontario

SUMMARY:

The Project Manager will manage single, complex, high-budget projects, or numerous basic projects he/she will assure their completion within desired time frames and budgets.

KEY RESPONSIBILITIES:

- Provide general technical knowledge and expertise, beyond the scope of Service Representatives to various departments within the organization (such as installation, service, sales, etc.) as well as to clients
- Establish and maintain strong communication links with customers
- Manage projects assigned, to ensure that change-orders and add-ons are documented and are relayed to National Account Managers and the Manager, Project Coordination as per set procedures, so that additional charges can be applied as required
- Work closely with the NAM to help define the client's requirements
- Ensure that customers and National Accounts Managers are apprised of the progress of the installations on a regular basis, and that any problems or delays are relayed to them as they occur
- Provide technical expertise on hardware or software to Service Representatives or customers as required either on site or by phone
- Maintain National Accounts database and SBN
- Create and publish Annual customers review
- Develop and maintain a keen awareness of all account activities
- Maintain and ensure that all required documentation, drawings and sign-offs are received so that the project can be properly closed-off
- Participate, when required, in the development and/or evaluation of new products to provide expert technical knowledge

REQUIREMENTS:

- University Degree or College Diploma in Computer Technology, Project Management Minimum 2 years' experience in project management
- Strong working knowledge of MS Office including Word, PowerPoint and Excel
- Experience and knowledge of integral security systems and/or the construction industry
- Must have very strong communication, relationship building and time management skills
- Ability to work independently
- Valid G Ontario driver's license
- PMP certificate an asset

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