

SR. PROJECT MANAGER

You're a Senior Project Manager seeking work in an organization that will empower you to put your skills to use in an area of the business that truly impacts the bottom line.

One that offers challenge and growth, and the opportunity to truly fuse your passion for people and human development. A company where you can make an impact, and be recognized as a valuable team member.

Eagle's Flight is that organization, and we're in search of a Senior Project Manager to join our team. Our team is growing quickly, so sound judgement, creativity, accountability, and the ability to manage competing priorities will be critical to your success.

You must thrive on the opportunity to be part of a team committed to Eagle's Flight's point of difference: Changing behavior to improve performance.

The successful candidate will oversee the execution of custom projects to ensure that results meet expectations. They will be responsible for the overall planning, coordination, implementation, execution, control and completion of custom training projects ensuring consistency with company strategy, commitments, and goals.

This is a full time position.

Sound like you? If so, find more details on the following page.



In This Role You Will:

- Lead the planning and implementation of the project and act as key contact
- Work with the developer and salesperson in the definition of project scope, goals and deliverables for use on contracts
- Work with the teams of Sales, Development, Art, Facilitations, Print and Production to deliver on the agreed outcomes
- Develop full scale project plans including tasks and resource requirements
- Ensure effective and clear communication
- Manage project budget and revenue allocation
- Plan, schedule and monitor project timelines and deliverables
- Consult with sales people and developers regarding changes in details
- Provide direction and support to project team
- Constantly monitor and report on progress of the project to all stakeholders
- Implement and manage project changes and interventions to achieve project outcomes

You Must Have:

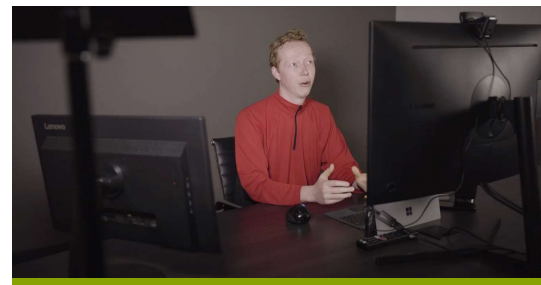
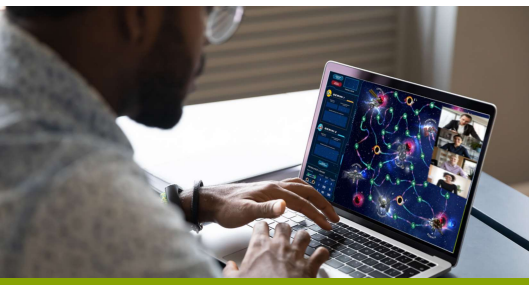
- Undergraduate degree or equivalent work experience, PMP considered an asset
- Work experience in a project management capacity
- Excellent Project Management skills including: understanding contracts, communication, project plans, budgeting, reporting and proofreading
- Customer focused both internal and external
- Leadership ability
- Teamwork mindset with the skill to delegate effectively
- Clear and concise writing/communication skills
- Critical thinking and problem solving skills
- Adaptable and flexible with a good stress tolerance
- Strong decision-making and negotiating skills
- Well-developed conflict management skills
- Demonstrated commitment to personal accountability
- Proficient in MS Office programs
- General understanding of training industry a definite asset
- Knowledge of Agile Project Management in a non-IT sector an asset

About the Team You'll Be Joining

*Exceptional Service · Absolute Quality · Genuine Friendliness
· Leadership Excellence · Ethical Profit*

Our team is renowned for the ownership they take in the quality of their work and delivering incredible outcomes together. As a result, we are a close knit team that is energetic, and collectively owns creating a positive environment. We do this through our strong commitment to our values.

Eagle's Flight employees who demonstrate high performance and commitment have the opportunity for career development and advancement within our team.



If this sounds like you, we'd love to hear from you!

To apply, please send the following **three things**:

1. Cover letter
2. Résumé
3. 1-2 minute video telling us about yourself **AND** why you want to join the Eagle's Flight team.

Applications can be sent to comesoarwithus@eaglesflight.com. Please include **Project Manager** in your subject line.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you are a person with a disability and require accommodation to successfully apply, please email us to make your accommodation request.