



Project Manager

 Location
Kingston, ON

Opportunity

 In our brand-new Kingston office, working with a high-performing team!



Innovation

An innovative culture, where we work collaboratively to improve processes and client experiences!



Creativity

Be a part of the team creating and designing the Mission, Vision and name of the office space!

If you are a collaborative, creative, and curious thinker with excellent Project Management skills, we want to hear from you!

The Loomex Group is looking for a Project Manager to coordinate and oversee multiple Requests for Proposals, presentations and marketing communications, from initiation of the delivery process to completion. The Project Manager will be a primary point of contact for projects, coordinating interactions with stakeholders and keeping the project team focused.

Primary Responsibilities:

- Managing Work Plans
- Assisting with the creation of project schedules including materials estimates, staffing hours, and GANTT chart production
- Documenting project phases and creating summary reports
- Assisting with the RFP submission process
- Leading project planning meetings
- Coordinating project requirements and deadlines
- Initiating and attending meetings with applicable stakeholders (internal/external)
- Managing project progress and adapt work as required
- Conducting project review and creating detailed reports
- Optimizing and improving processes
- Securing growth opportunities and initiating new projects
- Ensuring all projects meet client expectations



Qualifications:

- University Degree or College Diploma
- Two to five years of experience in a similar position
- Demonstrated understanding of project management concepts
- Ability to lead project teams of various sizes and see them through to completion
- Strong knowledge of written and digital project management tools
- Excellent computer skills in word processing, spreadsheet, database management, webpage posting and electronic communication software
- Competency with Adobe software considered an asset
- Excellent spoken and written communication skills
- Excellent ability to organize, manage, and prioritize multiple tasks
- Conflict resolution and leadership skills
- High attention to detail

Working Conditions:

A 40- hour work week is required; however, you will work with your supervisor to create a weekly schedule. Some evenings and weekends may be required to fulfill client deadlines.

Applying:

Please email your cover letter and resume to Sherry Hill, Chief Financial Officer. Only those who are selected for interviews will be contacted.

[Apply now](#)

 Email: shill@loomex.ca

 Deadline: no later than May 17, 2021