



**FORENSIC
TECHNOLOGY**

Project Manager

Job summary

Reporting to the Team Lead of the Program Management Office (PMO), the Project Manager ensures the successful management of all contractual deliverables of the project/program assigned to the Project Manager, of the installation of UEFT's products and solutions at customer sites, and meeting the accepted deadlines. Doing so, the Project Manager must collaborate with all UEFT teams. The Project Manager makes daily decisions on all project/program activities in order to meet the anticipated results of the company.

The Project Manager contributes to imbed the best practices of Project/Program Management throughout the organization by applying a consistent methodology to managing all aspects of the project lifecycle.

Roles and responsibilities

- Direct and control all project/program activities performed within the framework of each project statement of work: planning & coordinating tasks and allocating resources, risk management, issues management and time management.
- Manage and continuously improve the implementation processes by making customer satisfaction a priority.
- Effectively manage all aspects of the project lifecycle:
 - Initiation – Interface with Sales department to define project charter, scope, and stakeholder expectations. Conduct project kickoff meetings.
 - Planning – Define the project management plan, identify risks and opportunities.
 - Executing – Authorize work, perform activities to accomplish defined project objectives.
 - Monitor & Control project work – Control budget expenditures, monitor progress against established baseline parameters, take corrective actions when required.
 - Closing – Obtain final customer acceptance, analyze project performance, transfer project to Customer Support.
- Collaborate with internal stakeholders across all UEFT departments in order to meet the Company's financial and business objectives.
- Manage project scope, document change requests (internal or customer driven).
- Autonomously manage a combination of concurrent projects/programs with high strategic importance to the company's objectives.

Qualifications and Experience

- University degree in Engineering, Computer Science or related technical field.
- 5 to 10 years of experience in Project/Program management in a similar industry.
- Experience in the design/implementation of hardware solutions and software development cycle.

- Experience with contract review, negotiation, and conflict resolution.
- Understanding and application of project accounting principles.
- Proficient in the use of PM/collaboration software tools (MS Project, JIRA, Confluence).
- Certification in Project Management (PMP) is a strong asset.
- Fluent in English and French, verbal and written.
- Very strong influencing, negotiating and interpersonal skills.
- Strategic, conceptual and analytical thinking skills.
- Adaptability and flexibility including ability to manage pressure, ambiguity and change.
- Proven ability to lead and motivate others to achieve results in a matrix environment.
- Great attention to detail (reports, documentation, etc.).

**** In this document, terms used to refer to persons are taken in the generic sense; they have both a feminine and a masculine value. ****