

SENIOR PROJECT MANAGER

LOCATION: Winnipeg, MB
SCHEDULE: Full-Time
REPORTS TO: Manager of Business Transformation
DIRECT REPORTS: N/A

COMPANY PROFILE:

Red River Mutual is a progressive insurance company with a focus on our customers and employees. We believe everyone has a right to feel safe and protected, and to know that someone is looking out for them. We treat our employees like family members – we will be honest with them, support them, offer a listening ear, admit when we are wrong and be a positive force in their lives and in our communities.

PURPOSE OF POSITION:

This position is responsible for executing on project management and process improvement initiatives for RRM. Primary responsibilities include collaborating with all layers of the organization (including leadership), working with third party vendors, when necessary, project planning and execution for internal RRM projects, project status reporting via dashboards or other means, process improvements and adherence to project governance standards. The maintenance of certain aspects of a project budget is also a responsibility of the Project Manager.

KEY RESPONSIBILITY AREAS:

- Program Management for multiple projects
- Leads a team through the project life cycle by planning, budgeting, scheduling, and tracking a project plan
- Provides clear direction and motivation to the project team
- Help define project scope, goals, and deliverables
- Define tasks and required resources
- Prepare & present reports for clients and internal management regarding project status and escalate as needed
- Develop and manage detailed work plans, project schedules, estimates and resource plans in conjunction with project team members and other involved business and IT teams
- Maintain project budget by setting expectations with team and client on budget availability, raise your hand when the budget is at risk and proactively propose next steps to manage budget risk.



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- Manage and coordinate priorities, project plans and terms of reference/project charters for corporate initiatives.
- Collaborate with internal and external teams for scheduling meetings, project execution and determining requirements
- Facilitate business, IT and functional requirements definition, translate project goals, scope of work, budget, timelines and priority of tasks and communicate to the organization
- Set meetings and communication cadence with the team – schedule regular touchpoints with the team and work with the Communications manager / CM lead to tailor communication and training initiatives.
- Ensure that the team understands the tasks associated with the project, when they need to be accomplished, and level of effort.
- Proactively identify roadblocks and risks and develop risk mitigation plan.
- Provide regular status of projects and address issues/concerns when appropriate. Review progress and report on outcome of all initiatives, including post implementation reviews.

QUALIFICATION AND SKILLS:

- Post-Secondary degree in a related field
- Project Management Professional (PMP) designation is preferred (or willing to attain).
- Exceptional interpersonal skills, with an emphasis on relationship management and team building
- Proficiency in project management software tools
- 10+ years of Project Management Experience
- LEAN or OCM certification/designation is considered an asset.
- Proven Experience managing multiple projects at one time.
- Insurance experience is considered an asset.
- Experience leading or participating in business process re-engineering (BPR) or requirements gathering activities is a plus.
- Deep understanding of project management methods and processes with the ability to apply them to projects.
- A demonstrated record of accomplishment of delivering programs/projects under demanding timelines.
- Decision making and negotiation skills with the ability to influence without direct authority.
- Excellent verbal and written communication skills, including strong presenter and facilitator skills
- Excellent attention to detail, time management, planning and task prioritization ability
- Strong analysis, critical thinking, & problem-solving skills



Your Story is Ours to Protect

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- Ability to perform under pressure, meet deadlines and handle multiple, and sometimes conflicting priorities.
- Strong relationship building and team skills with the ability to build rapport with a wide variety of people across the organization.