

## Job Description – Project Coordinator

**Division:** Project Management Office  
**Reporting to:** Vice President – Digital Transformation/PMO  
**Career Level:** Administration  
**Pay Type:** Salaried

### **Job Overview**

The Project Coordinator in the project management team contributes to the overall success of the project management office's strategic vision and business objectives via the utilization of human centered design, project management and the Lean methodology. This role supports and lead in the administration of the group and will be heavily involved in the set up, review and audit of the P.M.O process(s) for FirstOntario. The successful candidate will also supports a culture rooted in innovation and continuous improvement.

### **Role**

*In the role, you will...*

- Consult and collaborate with the P.M.O team to set up and review project sites and required documentation for each tollgate.
- Ensure that each tollgate has been completed to satisfaction before allowing the project(s) to move on to the subsequent tollgate
- Support business case creation as needed by the PM/BA
- Support implementation of projects as needed during different phases of the project lifecycle
- Be a liaison as needed for support by the PM/BA between the information technology team and the business units throughout project creation to post-launch support
- Maintain and provide regular reporting on the groups capacity, the organizations project statusus and resource tracking
- Utilize Lean methodology to streamline work processes and realize cost and resource efficiencies
- Perform other duties as we may need you to do

### **Required Skills**

*Within your skills and qualifications, you will...*

- Have a strong business acumen preferably with a post-secondary degree in Business, accounting, or equivalent and/or have a minimum of three (3) years of hands of equivalent industry experience
- Have experience in project management or product management roles are preferred
- Have an understanding for the financial services industry and its products
- Proven analytical skills with the ability to apply results of analysis
- Be savvy with an inherent interest in technology, innovation, business transformation.
- Thrive in a collaborative, agile, fast pace, multi-tasking, solutions-focused environment that is driven by data
- Be forward thinking and original in the way you execute the P.M.O's strategy to support accomplishing FirstOntario's overall strategic plan
- Maintain and encourage open and honest business relationships within the team and with business partners to ensure the alignment of business objectives
- Have excellent interpersonal, presentation, facilitation and engagement skills both verbal and written
- Desire to do the right things for the right reasons

*Accommodations for persons with disabilities are available upon request during the application process.*