



## PROGRAM MANAGER

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**Department:** Proposals & Program Management Office

**Location:** Montreal, Canada

**Status:** Full-time

**Date Posted:** 09/09/2020

### **Are you interested in joining an organization that:**

- Has over 30 years of experience providing innovative software simulation solutions in the Air Traffic Management (ATM) and Air Traffic Control (ATC) fields?
- Provides products and services to governments, colleges and universities, and defense and civilian ATC agencies worldwide?
- Offers a pay-for-performance compensation structure, tuition reimbursement, and access to various professional development opportunities?
- Has work/life balance programs in place and offers a holistic benefits package that is fully customizable based on your specific needs?

### **If this sounds interesting to you, continue reading about our job vacancy below.**

The **Program Manager** oversees the delivery of various complexity technology programs. Typically, these efforts are comprised of parallel projects that include Software Development, Technology Infrastructure, Systems Installation, Business Process Engineering and an analysis of Adacel's functional capabilities. During the program lifecycle, the Program Manager is responsible and accountable for the program planning and execution, as well as its governance and performance, and ultimately customer satisfaction.

### **Duties and Responsibilities:**

- Ensures that programs are aligned with organizational strategy, risk levels are acceptable to the organization, best practices are followed including efficient resource utilization, effective decision making, appropriate accountability and stakeholder engagement.
- Participates in the proposal process, budget development, identification of project costs, resource allocation, project schedule, and risk identification and assessment.
- Establishes and follows program governance.
- Develops cross-functional program plans, and monitors and ensures the development, tracking and execution of all deliverables within the plan.
- Reviews program inter-dependencies and risks, and proactively manages them to resolution and/or mitigation with the assistance of functional leaders throughout the program life cycle.
- Supports overall financial direction of the program which includes the development of the budgets, controls, and measurements to monitor project progress and perform regular cost and schedule variance analyses.
- Develops and implements corrective action plans when deviations from budget, schedule, and/or performance plans are identified.
- Establishes and maintains appropriate business relationships on assigned programs with customer representatives and program participants and acts as the primary point of contact for the customer.

- Holds direct responsibility for program performance, customer satisfaction, growth and profitability for all assigned customers and programs.
- Provides timely and concise communication to functional and executive leadership regarding program status, recommendation on risk management strategy and pending issues.
- Coordinates with the Contracts department on issues pertaining to contract requirements, changes, and interpretations.
- Develops and implements plans and schedules to execute contracts/subcontracts.
- Prepares for and participates in contract/subcontract negotiations.
- Determines how financial resources will be used from the budget to achieve various objectives.
- Performs other duties as assigned by Supervisor.

**Required Qualifications:**

- Bachelor's degree in Business Administration, Program Management, Engineering, Computer Science or a related field.
- Minimum 6 years of successful project/program management experience in increasing complexity technology programs.
- Ability to manage matrix staff with various skillsets.
- Successful experience in leading people towards contributing to a vision.
- Previous experience managing various contract types, including fixed price and time material reimbursement types.
- Ability to manage projects involving large software development, system engineering & integration and deployment efforts.
- Ability to define and manage budgets exceeding 1,000,000\$.
- Experience working within ISO and CMMI level 3 processes and procedures.
- Excellent verbal and written communication skills.
- Ability to demonstrate leadership and team building capability within a matrix organization.
- Excellent strategic planning, organization, decision making, leadership and presentation skills.
- Exceptional attention to detail, deadline-oriented and willingness to work with a team.
- Ability to work autonomously with limited guidance and instructions.
- Knowledge of earned value concept and methodology.
- Knowledge of Microsoft Office products such as Project, Word, Excel, PowerPoint, and Outlook.
- Bilingual in French and English.

**Desired Qualifications:**

- Master's degree in Business Administration, Program Management, Engineering, Computer Science or a related field.
- Previous experience managing complex aerospace/defense programs as a prime or sub-contractor to a domestic or foreign military organization, with multiple goals of schedule, cost and quality.
- Knowledge of domain-specific topics such as air traffic management, safety, simulation, and speech recognition.
- Knowledge of switch over procedures in operational environments.
- Extensive knowledge of PMI principles and guidelines.
- PMP and/or Scrum Master certification(s).

**How to Apply:**

You may apply by sending a copy of your resume to [careers@adacel.com](mailto:careers@adacel.com).

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