

SENIOR PROJECT CONTROL OFFICER (SR PCO)

Beyond Technologies is a professional services firm, specializing in the integration of SAP solutions and the optimization of business processes. We are currently looking for a Senior Project Control Officer (PCO) to join our dynamic team.

Your tasks:

- Work with the Project Managers to prepare, maintain and track the project management deliverables as they are tailored to each project including: project charter, budget, schedule, change management, risk management, issue management, configuration management etc;
- Provide support for project managers & accounting in the initial set-up of projects in the internal SAP S/4 system, auditing items to be delivered under projects, reviewing the weekly and monthly time tracking reports and maintaining ongoing cost and time to complete forecasts
- Ensure client and supplier documentation (MPSA & SOW's) have been executed on time and track expiry & renewal dates
- Responsible to formalize, communicate and enforce project information, documentation, daily activities and act as a bridge between the Project Manager, the various project members, the partners and the sales team
- Create and prepare reports such as project health reporting (proposal and project dashboards, monthly metric reports and ad-hoc reports as requested)
- Participate in project launch activities (proposals, sales and pre-sales support, definition of schedules and budgets)

You have:

- Bachelor Degree in Administration or equivalent experience
- Minimum of 3 years of experience working in an IT environment in a project management or project control officer role
- Exceptional written and oral communication skills in both English and French
- Project Management certification (PMP) and experience is an asset
- Excellent knowledge of project management tools (such as MS-Project) and methodologies
- Strong MS Excel skills required to manage, track and report the project budget (Powerpoint, Visio and other project management related applications are equally as important)
- Ability to balance competing or conflicting requests of various projects, stakeholders, requiring a professional approach and influencing skills
- Strong analytical skills and business acumen, strong facilitation skills; able to clarify and articulate issues, meeting outcomes, areas of focus, options
- Knowledge or exposure to SAP is an asset, as is knowledge of a methodology such as Agile

You are:

- Able to work in a team-oriented environment and interact effectively with others
- Able to manage multiple priorities and conflicting demands for various projects and stakeholders, which requires a professional approach and ability to influence people
- Dynamic, resourceful, results-oriented
- Perseverant, flexible and efficient

At Beyond, we want our employees to be happy and healthy both on and off the job. Everything we do and offer to our employees is based on our philosophy that investing in our people is good for all of us!

Beyond is dedicated and committed to promoting a diversified and inclusive work environment for everyone. Beyond Technologies is an equal opportunity employer and we believe in fostering an environment where everyone regardless of gender, race, ethnicity, sexual orientation, disability, age, or all other identities feels respected, protected and celebrated.