



IT Project Manager

Do you want to work for a company that helps build clean, healthy indoor air environments? BGE is looking for an experienced individual to work alongside our **Edmonton team** in the role of **IT Project Manager**. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Striving For Excellence, and Be the Experts**.

The Project Manager will be responsible for supporting, planning and implementation of IT projects in all stages of the project life cycle. This includes projects that relate to IT Infrastructure, software development and business systems. The initial focus of this role will be requirements gathering, planning and implementation of core business solutions including an ERP upgrade, eCommerce solution, and an Enterprise Asset Management module. This role will also be responsible for creating a culture of project discipline throughout the organization.

The Company:

BGE provides services and products to organizations that care about clean air. Through its focus on strong customer relationships and an integrated service and product offering, BGE delivers industry knowledge and advisory support, enabling organizations to build and maintain clean, healthy indoor air environments.

Responsibilities:

- Manage full project lifecycle following industry recognized project management methodologies.
- Oversee multiple projects, manage competing demands, and prioritize and adjust resources.
- Manage project resource planning, including participation in project team resourcing.
- Develop and present project status reports and other relevant information to stakeholders at various levels of the organization.
- Facilitate risk definition and manage project risks.
- Provide support to management and business units by facilitating, leading, and managing infrastructure, systems, and business driven initiatives.
- Provide support to our employees, customers, and vendors in designing, building, and testing new solutions.
- Define, introduce, and enforce project quality control standards.
- Manage the process of innovative change effectively by implementing and managing project changes and interventions that achieve project objectives.



- Develop, deliver, and facilitate system, process, or program training for users.
- Build and manage complex relationships with groups/individuals with varying perspectives, interests, and roles.
- Build a corporate culture around project discipline and best practices.
- Standardize processes, procedures, and policies with a continuous improvement mindset to maximize the use of technology systems and improve the user experience effectively and efficiently.

Qualifications:

- 8 years of IT project management experience planning and implementing Commercial off the shelf Products (COTS), in house developed solutions, and/or cloud solutions.
- 8 years of experience managing medium to large technology projects.
- Formal training and/or certification in project management is preferred.
- Ability to manage and articulate the change management journey for all project stakeholders.
- Experience managing, implementing, and monitoring ERP systems.
- Proven ability to develop IT strategic plans and goals and execute successfully.
- Advanced skills in Microsoft Office Suite.
- Highly organized with excellent communication and interpersonal skills.
- Ability to plan, prioritize, and execute tasks in a complex environment.
- Strong problem solving and analysis skills.
- Ability to occasionally travel to our other locations.

What we offer:

- Competitive compensation
- Benefits package and RRSP matching program
- Supportive work environment
- Opportunities for training and development

Please submit your resume and cover letter to careers@bgecleanair.com and reference the job title and location when you apply.

BGE hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.



We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.