

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and employees covering personal legal services, business law, personal injury law, and class actions law as well as over 25 specialized practice areas. We help clients make the right legal choices, manage their legal affairs, and resolve complicated matters. Our culture and working style strive to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

Program Manager – Full-time

This position will require you to act as a coordinator for an organization's projects. The Program Manager will supervise and organize activities and ensure that project goals align with the company's objectives.

Our ideal candidate will have outstanding leadership and organization skills along with excellent communication and problem-solving skills.

Responsibilities:

- Formulate, organize and monitor inter-connected projects
- Oversees the selection of vendors as well as negotiate contracts/service level agreements
- Decide on suitable strategies and objectives
- Handle problems with vendors or products as necessary
- Responsible for adhering to budgets
- Manage direct reports
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff
- Develop and control deadlines, budgets and activities
- Apply change, risk and resource management
- Assume responsibility for the program's people and vendors
- Assess program performance and aim to maximize ROI
- Resolve projects' higher scope issues
- Prepare reports for different stakeholders including executives
- Manage different IT projects as deemed necessary

Qualifications:

- Information Technology, Computer Science, Information Systems, or a related field, MSc/MBA is a plus
- PMP certified
- 5+ years of proven relevant experience as a Program Manager / Senior Project Manager within a mid-size to large organization
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage

We are a cohesive team and being a team player as well as having a strong technical ability and a positive attitude will make you an ideal choice candidate.

We offer hybrid remote work schedules in a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits.

Siskinds is an equal opportunity employer and will work with and accommodate any needs necessary throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "Program Manager" and "Your Name" in the subject line, to humanresources@siskinds.com. Deadline for submissions is Friday August 26, 2022.

Contact Information:

Siskinds, London Head Office
Attention: Human Resources, 275 Dundas Street, Unit 1
London Ontario N6A 3V8

Email: humanresources@siskinds.com