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SENIOR PROJECT DIRECTOR

📍 2100 Avenue Pierre-Dupuy
Montréal, Montréal, Québec, Canada
H3C 3R5

👤 1 available position

📅 Expires on: 03 June 2024

Job description

The incumbent is responsible for coordinating the human, material and financial resources of the Contrecoeur project in collaboration with the Executive Vice President, commercial development and exploitation. This person coordinates and controls the group of activities of the project process, is actively involved in the organization of necessary relations in advance of the project, including negotiations and coordination with powerful partners and the various external parties and parties. internals. The incumbent plays a strategic advisory role above the executive vice-presidency in relation to different facets of the project and represents the executive vice-president, above the employees of the Project Bureau and in different meetings and different forums.

Key responsibilities for the Project Bureau

- Be actively involved in the implementation of the project for the purposes of possible financial closure, including in relation to the procurement processes already in progress, the review and

negotiation of the numerous contracts to be signed in CCFEE mode (design/construction /financing/maintenance and operation) and in design construction mode and contracts with the various partners of the APM.

- Work proactively with external firms (Dentons, PWC, KPMG, Arup) working with APM towards project closure.
- Following closure, ensure administration of current contracts, follow-up with the various partners, follow-ups with internal teams on environmental issues, supervise the management of disputes, ensure compliance with obligations by the private partner .
- Organize and coordinate the work of resources and the execution of deliverables while respecting the schedule and budget.
- Develop and implement working methods to meet the project objectives.
- Support teams in identifying risks and mitigation measures specific to the project and ensure integration into the overall report of the APM risk register.
- Participate in the governance of risk and conflict management (shared with operational partners) on scope, schedule and costs.
- Plan, prioritize and coordinate the activities of the Project Office with the Engineering/Environment and Administration and Development departments.
- Establish and ensure the achievement of the strategic and operational objectives of the Project Office and ensure alignment of these objectives with the APM.
- Plan and ensure availability of resources.
- Periodically analyze the progress of the work and, if necessary, make the necessary recommendations regarding the corrective measures to be made.
- Support resources in establishing simple and effective communication processes while integrating the principles of continuous improvement.
- Involve employees as partners in achieving objectives.
- Develop a positive work climate.
- Prioritize and evaluate individual and team performance.

Technical responsibilities for the Project Bureau

- Develop or execute strategies to prevent and resolve problems related to litigation, for example pitting groups with divergent interests against each other.
- With the collaboration of the Executive Vice President, manage and control the Project Office budget, including that of fees from external consulting firms.
- Manage insurance claims related to the Project and coordination with the APM risk manager.
- Coordinate with the APM territory operations management the acquisitions and other real estate agreements necessary for the Project.
- Support the team which will act as advisor to the person responsible for the partner's environmental obligations and other stakeholders and coordination with the APM environment department.
- Supervise the review, drafting and negotiation of contractual agreements affecting the various services of the Project Office.
- Ensure compliance of project activities in relation to APM's internal policies.
- Coordinate with the executive vice-president everything relating to the Project and contribute to the various reports to senior management and the APM board of directors.
- Be a stakeholder in the governance, administration and implementation of project document management.

Skills sought for this position :

- Be focused on customer needs
- Navigate turbulence
- Promote lasting professional relationships
- Lead with conviction
- Autonomy
- Priority management
- Rigor
- Focused on optimization and solution research
- Data literacy

Qualifications

- Bachelor's degree in law, engineering, business administration, or other relevant training. Master's degree in project management or PMP title will be considered an asset.
- Minimum of fifteen (15) years of experience in commercial management, project management, contract management, or other similar experience. Experience in infrastructure or construction projects will be considered an asset.
- Ten (10) years of experience in team management.
- Good knowledge of laws and regulations covering the procurement and construction sector.
- Experience in matrix structures.
- Recognized expertise in stakeholder engagement in the decision-making process.
- Excellent oral and written communication skills, in French and English.
- Proven ability to provide leadership and direction regarding the development, implementation and evolution of strategies.
- Ability to manage multiple files, manage deadlines and demonstrate great professional integrity and a willingness to take initiatives.
- Have sound judgment regarding issues and people.
- Well above average interpersonal skills: tact, diplomacy and the ability to persuade necessary to deal with the various vice-presidencies as well as various public authorities.
- Developed organizational skills, analytical skills and results-oriented strategic thinking.
- Ability to make short trips on a regular basis.

Required skills:

- Bilingual (French and english)
- Office Suite (Maîtrise de la suite Office)

Benefits:

- Telemedecine
- Work-family balance (Concilivi)
- Telecommuting

- Professional membership fees reimbursed
- Great wages
- Pension fund
- Group health insurance
- Continuing training
- Fruit basket
- OPUS card
- Employee and family assistance program (EFAP)
- Paid parking

APPLY



Start date:
15 April 2024



Job type:
Permanent



Work shifts:
Day



Work schedule:
37.5 hrs/week



Salary:
not available

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