

Project Manager, PMO

- Permanent full-time position
- Onsite Work Environment | Montreal, QC, Canada



About Us

Invera is the world's largest provider of Enterprise Resource Planning (ERP) software to the metals industry, with over 120 employees in the United States, Canada and the United Kingdom. We specialize in creating software products tailored to the intricacies of the metals industry, ensuring a seamless blend of speed and user-friendly design.

Invera offers metals customers an unparalleled level of proven product reliability and commitment to long-term innovation. We provide our customers with a unique and competitive advantage by delivering state-of-the-art turnkey solutions designed for the industry, including sales, purchasing, receiving, inventory management, multi-step production, production scheduling, delivery and logistics planning, and financials.

Invera's metals software products have been implemented worldwide in multiple languages in the USA, Canada, Mexico, the UK, Europe, Dubai and Singapore.

Job Overview

We are looking for a highly motivated Project Manager to join our Project Management Office (PMO) team. Reporting to the PMO Lead, the successful candidate will be well versed in project management practices and standards and have a strong commitment to customer satisfaction. With a strong background in leading ERP software implementation projects and supported by Invera management, he/she will provide overall management of customer implementations, ensuring successful implementations across multiple concurrent projects. The PMO also contributes to the architecting of prospective Invera projects, and drives the development and continuous improvement of Invera's proprietary implementation methodology.

Primary Responsibilities

- Simultaneously manage multiple software implementation projects from start to finish.
- Work with internal and external stakeholders to define and document project scope, schedule, milestones, and deliverables that support our client's business objectives.
- Lead and coordinate the activities of a multi-disciplinary team of consultants and subject matter experts within a matrix organization.
- Ensure alignment with Invera's implementation methodology, best practices and project management standards.
- Ensure that all internal and client commitments, deliverables, timelines and milestones are met to completion.
- Monitor the integrity and quality of project deliverables and overall delivery.
- Anticipate risks, develop contingency plans, identify issues and recommend corrective actions.
- Conduct regular status meetings with internal and client project teams and effectively communicate all expected activities, ownership, deliverables, and timelines.
- Report project status and progress to internal and external stakeholders on a weekly basis.
- Establish and maintain a positive, collaborative relationship with internal partners and external vendors/consultants.
- Support the creation/estimation of sales opportunities and the development of statements of work.
- Contribute to the continuous improvement of the Invera implementation methodology.
- Stay current on all Invera software products.

Essential Skills and Qualifications

- Bachelor's degree in business, information technology or a related field.
- Minimum of 5 years of experience leading ERP software implementation projects as a service provider to external customers.
- Understanding of and experience with project delivery methodologies and applying these approaches in a formal project environment.
- Demonstrated ability to develop and deliver to reliable project schedules.
- Proven ability to lead, motivate and influence functional and technical teams.
- Ability to effectively engage with clients, employees, and vendors/consultants.
- Strong client management skills and the ability to work efficiently under pressure with courtesy, empathy, and tact.
- Excellent verbal and written English communication and presentation skills.
- French communication skill are a plus.
- Strong experience working with project management tools and software.
- Strong analytical and problem-solving skills, with the ability to prioritize tasks, meet deadlines and adapt to changing requirements.
- A sense of urgency and commitment to quality.
- Results-oriented with a strong work ethic.
- Must be able to travel to client sites on occasion.
- May occasionally be required to work after regular work hours as needed, to complete critical assignments and/or respond to customer/employee emergencies and provide direction.



Metal Software For Digital Transformation

Preferred Qualifications

- Proven track record of managing large, highly complex projects involving multiple vendors and solutions.
- Demonstrated ability to identify and create new opportunities within existing accounts.
- Experience in the metals industry.
- Knowledge of Invera Software products.
- PMP designation or equivalent certification.

What We Offer

A competitive compensation package and a full range of benefits (group medical, dental and vision insurance, short-term and long-term disability insurance, RRSP/DPSP retirement plan).

A collaborative, inclusive and flexible work environment with opportunities for growth and development.

How to Apply

Qualified candidates are invited to submit their resume and cover letter to: careers@invera.com

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Invera is an equal opportunity employer and encourages applications from all qualified candidates.