

Project Management Consultant

Our Company

BrandActive specializes in the financial analysis, strategy and logistics of rebranding implementation for organizations undergoing a brand identity change due to a rebranding program, an acquisition, merger, or spin-off.

Our services combine industry leading analytics with a unique and proven methodology that provides our clients with the information needed to make sound financial decisions, and save time and money. Since 1998, BrandActive has scoped, budgeted, planned, and executed brand change for many of the world's most valuable brands.

BrandActive delivers world-class rebrand implementation expertise to clients in all industries, with specialization in healthcare, financial services, energy, mining, and telecommunications. BrandActive has worked in over 110 countries, providing North American clients with global operational reach.

Our goal is to build a unique company; a company that provides an experience where people are valued for who they are and what they contribute, are supported and challenged in their growth and feel proud to be part of BrandActive. We do a great job with great people and have a great time doing it!

The Opportunity

BrandActive continues to grow and expand. To meet the needs of our clients we have an immediate need for a **Project Management Consultant** in our **downtown Toronto office** on a full-time permanent basis. Our Consultants provide expertise advice and guidance to clients undertaking rebrand implementation projects in a wide range of industries both in Canada and internationally. Projects may vary in size from regional to global. As a result, you may be required to travel within North America as well as internationally.

BrandActive offers competitive compensation and benefits and is conveniently located **right on the subway line**.

Responsibilities

- Consulting with clients about all elements for project scope and delivery, providing a high-level of expertise and instilling confidence in the client
- Managing and leading the project team, allocating and utilizing resources in an efficient manner and maintaining a co-operative, motivated and successful team
- Managing or coordinating partners and working groups engaged in project delivery
- Leading internal project meetings and client-facing (or conference call) meetings
- Developing and maintaining detailed project plans (closely following PMI methodologies)
- Managing project deliverables and performance in line with approved project plans
- Recording, tracking and managing project issues and risks and escalating where necessary
- Resolving cross-functional issues at project level
- Closely monitoring the project budget
- Supporting or managing suppliers
- Managing project scope and change control, and escalating issues when necessary
- Providing status and dashboard reports to the engagement lead
- Liaising with and providing progress updates to the project steering board/senior management
- Developing and updating Excel spreadsheet project analysis
- Developing and updating reporting tools in MS Word, Excel, Visio and PowerPoint
- Maintaining records from internal and client facing meetings and communicate updates accordingly
- Other project management tasks as required
- Some travel will be required

Qualifications and Experience

- University Degree required
- PM certificate and PMP designation expected
- Strong consultative skills gained through experience working as an internal consultant or in a professional services environment
- Five to seven years of project management experience with at least two years as the Project Lead (managing projects from start to finish)
- Experience working on large-scale or global projects a definite asset
- Superior written and verbal communication skills
- Superior organizational skills
- Demonstrated ability to manage complexity including the ability to handle multiple tasks under pressure across more complex/multi-faceted projects
- Presence including the ability and confidence to manage client calls
- Proven credibility gained by consistently delivering on commitments
- Demonstrated ability move across a range of projects and clients over time
- Ability to develop and maintain positive working relationships both internally and externally.
- Excellent client contact, negotiation and problem-resolution skills
- Detail-oriented, including the ability to identify important details, ensuring things are not overlooked and delivering a consistently high quality of work, keeping the overall goals of the project in mind
- Demonstrated initiative including finding innovative solutions for the company and the clients
- Skill in managing the relationship with the client looking for additional for opportunities to bring value and provide additional services
- Excellent leadership to lead a team of diverse individuals, providing oversight of their work, coaching and supporting them from a developmental perspective
- Excellent computer skills including MS Outlook, Word, Excel, PowerPoint, Project or other scheduling software such as Smartsheet or Teamwork Projects
- At least basic knowledge and experience with MS Visio
- Excellent spelling, grammar and mathematics
- Marketing-related experience is beneficial
- Additional languages an asset

Compensation

BrandActive offers a competitive compensation package including a comprehensive benefits plan. Salary commensurate with experience and education.

Start Date

Immediately

Required Materials

Please submit both a cover letter and resume when applying for this position.

Location

Downtown Toronto

Contact

<https://www.fitzii.com/apply/19565?s=fc>