

## Project Management Consultant (Specializing in Signage and Wayfinding)

### 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.

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!

BrandActive continues to grow and expand. To meet the needs of our clients we have the following opportunity.

### 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** on a full-time permanent or contract basis. Our Project Management Consultants provide subject matter expertise, project management consultation and guidance to clients undertaking rebrand implementation projects in a wide range of industries both in Canada and internationally.

In this opportunity, we require a Project Management Consultant with significant experience in signage and wayfinding. You'll have the chance to build on your skills and develop expertise in the expanding discipline of rebrand implementation!

### Responsibilities

- Consulting with clients about all elements for project scope and delivery, providing a high-level of expertise around the signage and wayfinding aspects of large rebrand implementation projects
- Serving as a subject matter expert in signage and wayfinding across a range of projects in support of your colleagues in Project Delivery
- Managing and leading assigned resources, 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
- Managing project deliverables and performance in line with approved project plans and budgets
- Recording, tracking and managing project issues and risks and escalating where necessary
- Resolving cross-functional issues at project level
- Supporting and/or managing suppliers
- Managing project scope and change control, and escalating issues when necessary
- Liaising with and providing progress and dashboard reports as required
- Working with BrandActive's Analytics team to develop, maintain and enhance project analysis
- Developing and updating reporting tools in MS Word, Excel, Visio, Smartsheet 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 with a PM certificate and PMP designation preferred
- Three to five years of experience in the development and delivery of signage and wayfinding solutions, normally gained through working in the construction, facilities management, property management or signage industries
- Five to seven years of project management experience with at least two years as the Project Lead (managing projects from start to finish)
- Strong consultative skills gained through experience working in an internal consulting capacity or in a professional services environment
- Experience working on large-scale or global projects is a definite asset
- Superior written and verbal communication skills
- Strong organizational skills
- Demonstrated ability to manage complexity including the ability to handle multiple tasks under pressure across 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 information, 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
- Marketing-related experience is beneficial
- Additional languages are an asset

## Compensation

BrandActive offers competitive compensation, including a comprehensive benefits plan for permanent staff employees.

## 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/24378>

BrandActive is an equal opportunity employer and values inclusion in its workforce. BrandActive is pleased to offer accommodations throughout all stages of the recruitment and selection process.