

103-3290 Jefferson Blvd  
Windsor, ON, N8T 2W8  
**TEL 519.945.2032**  
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307-343 Dundas Street  
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**TEL 519.439.3051**  
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12711 East Jefferson Ave  
Detroit, MI, 48230  
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## PROJECT MANAGER

### Position Overview

We are currently seeking a highly skilled project manager with the drive and determination to help us support our client base. We are looking for an individual who is a problem-solver and has a proven track record of managing resources, tasks and schedules to successfully deliver complex I.T. solutions to our customers within scope, timeline and budget. If you have the experience and the desire, we'd like to talk to you.

Our project managers are responsible for working with our sales engineers to develop project scopes, specify methods to be utilized and all tasks to be completed during project implementations, creating timelines and expected durations for each task's completion and estimating and allocating resources for each task's completion, as well as creating risk management plans, change control processes and communication and status reporting processes utilized during project implementation.

Candidates must be energetic and focused with a strong motivation to learn new technologies and management processes. This position requires dedication, persistence, follow-up, effective utilization of provided resources and unbeatable customer service.

This position will include managing, coordinating, directing and supervising personnel, vendors and other resources engaged on projects.

Job duties include utilizing our project planning, scheduling and management solutions to manage resources and collaborate and work with other staff, customer and vendor support resources to insure effective, efficient service delivery to customers. Overall relationship management skills and the ability to coordinate required resources to respond to complex IT requirements are desired. Other requirements include participating in ongoing management and strategy meetings and preparing and presenting progress reports to management regularly.

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**Minimum Skills Required:**

- Minimum five years project management experience
- Excellent knowledge of our supported software and technologies
- Strong interpersonal skills required to effectively communicate with customers, staff and vendors
- Passion for teamwork, problem solving and exceptional customer service
- Must be well spoken, outgoing, organized, detailed-orientated, dependable and flexible

**This Position Entails:**

- Heavy management of schedules and human resources to meet organizational goals for service excellence
- Planning, coordinating, directing and supervising ongoing projects to insure completion within scope, timeline and budget
- Heavy follow-up and follow-through
- The ability to learn quickly and adapt to changing requirements

**The Successful Candidate must be:**

- Professional and articulate
- Interpersonally adept
- Technically proficient
- A relationship builder
- A problem solver

Benefits include group medical/dental insurance, paid vacation, holidays, personal & sick time and training reimbursement. Our compensation plans are structured as salary plus bonuses for meeting utilization, compliance and customer service requirements, with initial compensation commensurate with relevant experience.

Qualified candidates please submit a current resume, along with salary history to:  
[resumes@ndinc.ca](mailto:resumes@ndinc.ca) with subject line "Project Manager".