



WESTMAN | COMMUNICATIONS GROUP

Together
WE BUILD

**New Connections
Stronger Communities**

PROJECT MANAGER (BRANDON, MB)

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

What we have to offer:

- Competitive compensation package.
- Comprehensive group benefits plan (extended health; life; dental; vision; GRRSP; and health and wellness).
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

What you'll do:

Project Management:

- Manage and provide leadership on the delivery of all programs and projects from inception to completion.
- Create and manage appropriate project documentation, processes, and procedures based on industry best practices.
- Oversee and evaluate the work performance of external service providers with respect to quality, timeline, cost, and completion of required tasks.
- Responsible to bridge the gap between business and technology while seeing through the delivery of services to the end client.
- Create and deliver regular project status update reports and project postmortems to stakeholders on a regular cadence.
- Promptly identify potential problems and analyze solutions to determine corrective action before they become crises.
- Demonstrate project management and coordination skills with the proven ability to handle multiple, concurrent priorities and make decisions within a rapidly changing environment.

Leadership:

- Provide clear direction, instruction, and guidance to all staff and external contractors; develop and maintain third party relationships with other utilities, stakeholders, and contractors.
- Provide insights in the development, implementation, and maintenance of appropriate written policies, processes, and standardized procedures to ensure efficient operations; responsible for continual process improvement both internally and with cross functional teams.
- Foster a cohesive team by developing a foundation of trust.
- Lead and promote positive change within the department and organization.
- Manage, monitor, and evaluate employees, providing mentorship and coaching as required.
- Encourage staff to provide feedback to improve efficiency and effectiveness.

Staffing:

- Ensure that all team members have the necessary training to perform their job duties competently and provide the best customer service possible.
- Ensure all resource requirements are in place to facilitate completion of timelines for all construction projects.
- Set performance expectations and hold internal/external stakeholders to that expectation, manage the daily project work assignments.
- Develop objectives for all direct reports that align with departmental and corporate objectives.

Budget/Financial:

- Draft budgets based on departmental goals and objectives.
- Monitor and report on budget status related to construction projects including variance analysis and projections.
- Approval of all purchase orders and authorization of all invoices related to budget, in accordance with Company policy.
- Actively manage the necessity for overtime.

Key Performance Measures:

- Ensure all projects are managed and completed according to timelines, budget, and to meet immediate as well as long-term needs of the business and our network.
- Ensure financial management and reporting on project progress to end, including change of scope and variance details.
- Work to reduce costs and strive to improve processes for all construction related activities.
- Continual process improvement within the operations team.

Documentation & Reporting:

- Develop, measure and report on Key Performance Indicators (KPIs) have been defined to ensure the effectiveness of the teams.
- Manage team members' work activity to ensure important projects are completed on time and within budget.
- Provide a weekly and quarterly reports showing progress on projects and summarize construction to appropriate stakeholders.
- Maintain and deliver highlights and variance reports for any construction project related financials; track all project activity in a project management system.
- Ensure an organized repository of documentation on day-to-day operations.
- Ensure construction damage report information is documented and submitted through the appropriate channels for investigation/rebill.
- Investigate construction related inquiries and complaints; meet with stakeholders to discuss and resolve issues as needed.
- Ensure all requests, progress, activities, and documentation of procedures and breakdown of responsibilities are tracked within the appropriate electronic repository (QuickBase, NetSuite, etc.).

What you'll bring to the team:

- Minimum 2-year diploma or a bachelor's degree in project management, Business, Engineering, Telecommunications, or a related field.
- Certification or working towards Project Management Designation would be considered an asset.
- Minimum 5-years of related Project Management experience required; within the cable or telecommunications industry is considered an asset.
- Minimum 4-years of leadership experience is required; within a telecommunications role is considered an asset.
- Proficiency with Microsoft Office 365 Office Suite, SharePoint, and OneDrive.
- Must be available for emergency services as required.
- Must hold and maintain a valid driver's license.

*A combination of experience and education may be considered.

DEADLINE FOR APPLICATIONS: This position is open until filled.

As an equal-opportunity employer, we are committed to an inclusive and barrier free environment at Westman Communications Group and encourage applications from all qualified individuals. If you require a reasonable accommodation at any point during recruitment process or would like to request this posting in an alternate format, please indicate by emailing hr@westmancom.com of the accommodation requirements. While we thank each applicant for their interest, only selected candidates will be contacted.

Apply today to join our team at <https://westmancom.com/careers>

and begin your exciting career journey with us!