



Posting # 2021-056-OPL-TFT-11

Organizational Projects Leader (OPL)

Term Position (2 years) -Full Time (40 hours/week)

About Us

Seaview Manor is a long-term care facility providing comprehensive resident centred care in the Glace Bay and surrounding area. We are home to 113 residents and employ over 170 people. As an organization, we provide excellent resident centred care delivered in a personal centred culture that supports everyone's potential, autonomy, and quality of life.

Role Summary

We are currently looking for a Temporary Full Time Organizational Projects Leader to work across various departments to achieve successful execution of assigned projects. The OPL will report directly to the CEO. The OPL manages the plan and designates project resources, prepares budgets, monitors progress, and keeps all project stakeholders informed at each stage of the project will close out. The ideal candidate will have strong skills in project management skills, networking, and communication. As a member of our Leadership Team, you will experience an open and professional environment that fosters a culture built on respect, goal orientation, self motivation, accountability, and teamwork.

Performance Requirements:

- Leads the project teams in the development of the project scope and objectives, project plan inclusive of milestones and tactical strategies
- Leads the tracking of project progress to ensure all are delivered on time, within scope and budget
- Collaborates with the team to assess, mitigate, and manage project risks
- Interacts with project stakeholders in a respectful manner consistent with a person-centered approach and uses active listening, empathy, and simple direct communication to facilitate understanding
- Provide on-site leadership for project team and manage day to day project operations
- Chairs the project management team meetings
- Utilizes human and material resources effectively and efficiently within budgetary parameters
- Develops cost containment strategies and through effective project team performance management ensures compliance with such strategies

Qualifications:

- Degree in business administration or equivalent
 - Previous Project Management Experience preferably in a health care environment (2 Years minimum)
 - Strong knowledge of project management Strong diplomatic, negotiation, and conflict resolution skills
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- Proficient communication both verbally and in writing.
- High level of proficiency with Microsoft Office

Relevant Skills:

- High level of multi-tasking
- Excellent customer service and follow up skills
- Excellent organizational and time management skills
- Accuracy and strong attention to detail required
- Quick learner capable of completing tasks independently
- Ability to meet deadlines
- Clear Criminal Background Check required
- Proof of full COVID-19 Vaccination
- Highly motivated, driven, and self-starting individual who can hit the ground running

Interested applicants are invited to submit a cover letter and resume to noting the Posting Number, **2021-056-OPL-TFT-11** to careers@seaviewmanor.ca. We thank all those who apply, only those selected for further consideration will be contacted. Close date November 12, 2021. Late application may not be considered.

Job Type: Term Position (2 Year) Full-time (40 hours/week)
