



## **Flexiti Financial**

Flexiti has reimagined point-of-sale (POS) consumer financing to drive sales for retailers in-store and online, becoming one of Canada's leading private label credit card issuers. Through our award-winning platform, we deliver a POS financing experience across any device that is customer-centric, simple and intuitive. Without the need to integrate into existing POS systems, retail partners can easily offer the same fast and paperless financing solution across all retail locations and sales channels to increase revenue and build loyalty through repeat purchases. For more information, visit [www.flexiti.com](http://www.flexiti.com).

## **Project Manager**

Flexiti Financial is looking for a Project Manager to join its Project Management team. This is a highly visible role within the organization and will have the opportunity to work with the business on significant, institute-wide projects that support the strategic goals of Flexiti Financial.

## **Responsibilities**

- Ensure the effective delivery of projects collaborating with all functional business units to achieve strategic, tactical and project goals. Responsible for the full range of activities required to effectively deliver the project
- Define the project objectives, develop the project plan, coordinating the efforts of team members, lead the development and implementation as well as oversee the quality control
- Support the Product Owner in managing customer expectations for project deliverables, managing stakeholder communications, and helping to implement an effective system of project governance
- Oversee all business communication, documentation and overseeing the project from conception to deployment throughout the project's life cycle.
- Create and maintain project schedule
- Develop detailed project plans and specifications, estimating time requirements, establishing deadlines, monitoring milestone completion, tracking all phases of the project lifecycle
- Provide timely reporting of issues that impact project progress, coordinating actions and resolving conflicts
- Proactively identify, quantify, mitigate, and manage risks
- Conduct project meetings, regularly review project objectives, deliverables and deadlines
- Proactively manage changes in project scope, identify potential crises and devise contingency plans
- Assist in defining test conditions
- Conduct post mortems meetings and create a recommendations report to help identify successful and unsuccessful project elements
- Review deliverables prepared by team before passing to business
- Successfully manage a number of projects simultaneously
- Effectively apply our methodology and enforces project standards
- Ensure project documents are complete, current, and stored appropriately
- React to project adjustments and alterations promptly and efficiently
- Perform other ad hoc projects as required



## Qualifications

- A minimum of five (5) years' experience in project management with lead or manager responsibilities strongly preferred
- Demonstrated ability to effectively manage projects and facilitate teams to achieve quality solutions
- Solid understanding of software development life cycle models as well as expert knowledge of both Agile and traditional project management principles and practices and the ability to blend them together in the right proportions to fit a project and business environment
- Detail oriented with excellent analytical and problem solving skills, including the ability to deal with situations where information is difficult to obtain, complex or ambiguous
- Demonstrated ability to manage, lead, and motivate people
- Demonstrated excellent written and verbal communications skills and ability to facilitate work groups
- Strong interpersonal skills
- Experience at working both independently and in a team-oriented, collaborative environment is essential
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- Ability to read communication styles of team members who come from a broad spectrum of disciplines
- Advanced skills in MS Office suite, SharePoint and highly proficient in MS Project & JIRA
- Project Management Certification – PMI, PMP (preferred)

## What We Offer

Below are just a few reasons why people love working here:

- An opportunity to be a part of an award winning and fast growing company
- An innovative culture that promotes autonomy and flexibility
- A dynamic team and working environment that provides ongoing support
- Competitive compensation package commensurate to experience

Flexiti embraces diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. All qualified applicants will receive consideration without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, or family status. If you require disability-related accommodation during the application or interview process, simply let us know and we'll work with you to ensure you have a positive experience.