


CARO Analytical Services is an employee-owned environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. Whether supporting a client cleaning up a contaminated site, providing water quality data to ensure Canadians have access to clean water, or supporting the government in testing our food source for potential pesticide exceedances, CARO provides the data essential to the success of these programs. CARO also happens to have an awesome corporate culture thanks to a great team of employees and scientists who take their jobs seriously, but not themselves: *We are charismatic scientists, driven to make the world safer and healthier.*

The Strategic Projects Manager delivers a broad range of strategic projects to achieve company's goals and strategic vision. The Manager is responsible for facilitating cross-organizational strategic projects including managing major capital projects, offering information and advice on operations work planning and issues related to Operations efficiency and effectiveness. The Manager plans and designates project resources, prepares budgets, monitors progress, and keeps stakeholders informed the entire way. This particular position with CARO provides a unique opportunity for an exceptional laboratory business professional to make their mark on the industry. If you are driven by success, business development and continual improvement, we want to hear from you!

#### **DESCRIPTION: STRATEGIC PROJECTS MANAGER**

- Develop comprehensive project plans to be shared with stakeholders.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Ensure resource availability and allocation.
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Submitting project deliverables and ensuring that they adhere to quality standards.
- Perform risk management to minimize project risks.
- Create and maintain comprehensive project documentation.
- Meet budgetary objectives and adjust project constraints based on financial analysis.
- Assist with formulation and implementation of a business strategy.
- Assist in creating and achieving operational goals and objectives.
- Attend conferences and training as required to maintain proficiency.

#### **QUALIFICATIONS:**

- University or College degree/diploma, preferably in Business or Technical discipline.
  - 10+ years of project management or similar experience.
  - Six Sigma certification is an asset.
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- Project Management Professional (PMP) designation is an asset.
  - Capacity to be proactive, by anticipating needs and looking ahead at all times; a self-starter.
  - Superior organizational skills, with attention to detail.
  - Ability to handle multiple projects simultaneously, knowing how to prioritize and adjust timetables based on demand and other circumstances.
  - Ability to absorb high volume of information from a variety of sources and to synthesize the key elements.
  - Strong communication skills with the ability to communicate clearly and tactfully.
  - Logical thinker able to develop, communicate and deliver clear strategy and action plans.
  - Highly flexible and adaptable when faced with ambiguity.
  - Effectively balance autonomy and collaboration.
  - Advanced computer skills (e.g. MS Office) and statistical analysis skills.

CARO Analytical Services offers work-life balance, attractive potential for career advancement, competitive remuneration, extended health & dental benefits, RRSP and DPSP. If you aspire to a career with a thriving, fast-paced and growing company with top quality people, consider CARO!

Please email your resume to [hr@caro.ca](mailto:hr@caro.ca) and put "Strategic Projects Manager" in the subject line.