IT Project Coordinator

You

You are someone who "gets" IT. You're frequently called on to solve complicated technology challenges. You enjoy working with high performing teams and the challenges that come with working on new projects and new environments. You know how to talk to people and people want to work with you.

You are a problem solver. You are not afraid to work on a project you've never done before. You know that Google is your best friend.

You are extremely independent and self-motivated. You don't get out of bed because you have to, but because you're excited about the day ahead. You don't need to be asked to respond to a problem, you're already on it the second it comes up. Better yet, you anticipated the issue, and developed a work around before it became a problem.

Us

Informanix is a leading provider of technology consulting and managed services to a variety of client organizations. We've been growing considerably since our founding in 2013. We think the future of the IT industry is bright with significant opportunities ahead for our members.

What we're building

Informanix is leading the way in progressive technology deployments and and become more efficient, and reduce their own level of risk.

How you'll help

You'll be a key player on the front lines of our client services organization. You'll become a trusted member of our staff and a trusted resource to our client users.

The quality of service you provide will have a direct impact on the success of Informanix and the success of our client organizations.

The Role

Reporting to the Director, Project Management Practice, the Project Coordinator is responsible for coordinating IT projects of all sizes and complexity at our many customer sites. This position is located in Winnipeg, MB and is focused on leading and managing efforts to drive new or changed technology platforms in support our client's business. Informanix focuses on highly complex infrastructure, security and technology integration projects as well as application development, implementation and integration projects. You will be working along side our highly skilled resources and integral to the successful completion of projects.

Main Duties & Responsibilities

- Project coordination of multiple concurrent projects from initiation to completion
- Develop schedules, identify risks and issues
- Reporting status, managing schedule and tracking costs
- Communicate to stakeholders
- Participate in corporate meetings

Required Skills

- Undergraduate degree or diploma in Business Management, Computer Science or Information Systems
- PMP and/or Prince2 designation an asset but not required
- Practical IT project management experience, with demonstrated experience in leading multiple projects concurrently
- Working experience as a Project Coordinator
- Proficiency in the use of project management tools, industry best practices and processes (e.g. Microsoft Project, PMBOK, Prince2)
- Highly developed interpersonal skills, superior verbal and written communication skills including the ability to influence without direct authority
- Experience creating and effectively delivering polished presentations on complex issues to senior executives

- Excellent oral, written and presentation skills with the ability to describe technical concepts to both technical and non-technical stakeholders as well as write and edit technical documents
- Ability to inspire trust in difficult situations by instilling confidence and engaging people on matters that affect them
- Ability to forge, grow and maintain positive relationships with multiple groups
- Able to manage multiple priorities simultaneously and meet the time demands of unpredictable activities, capable of handling pressure and challenges in a dynamic business environment
- Ability to work within tight deadlines and prioritization of work to achieve them
- Strong analytical, critical thinking, problem-solving skills and a high degree of accuracy and attention to detail

About Us and What We Offer

Founded in 2013 by senior information technology professionals, Informanix has quickly established itself as an industry leader in Western Canada. Our practice areas include Project Management Consulting, Technology Consulting, Infrastructure Solutions and Managed Services.

In addition to Competitive Compensation, our Team Members receive:

- Company-funded, comprehensive benefits package
- Long-term Disability coverage
- Annual Profit Sharing Plan
- Deferred Profit Sharing Plan
- Group RRSP
- Training and professional development opportunities
- Opportunities for advancement and relocation

Results Only Work Environment

Informanix is a virtual firm. All of our tools are cloud based. We work from our home offices or on client sites as required. We don't punch time clocks. We get work done. We recognize that doing a quality job when it needs to be done, is more important than warming a chair for a certain amount of time each day.

Additional Requirements

- Space to use as a home office
- Ability to work on client sites in Winnipeg, Manitoba
- Valid Manitoba Class 5 Drivers License
- Reliable personal vehicle

We thank all that apply however, only candidates being considered for an interview will be contacted directly.

Job Types: Full-time, Permanent

Salary: Starting From $50,000.00 per year based on experience

Benefits:

- Automobile allowance
- Casual dress
- Company events
- Dental care
- Disability insurance
- Extended health care
- Flexible schedule
- Life insurance
- Paid time off
- Profit sharing
- RRSP match
- Tuition reimbursement
- Vision care
- Work from home
- Home office expenses (Phone and Internet reimbursement)