

**Job Title: Project Control Officer**  
**Reports to: Director of Project Management**  
**Location: Montreal, QC**  
**Type: Perm, Full-time**  
**Start date: immediate**  
**Salary: 50-60K commensurate with experience**

Our client, is looking for a permanent Project Control Officer, located in downtown Montreal. In this role, the Project Control Officer will ensure program control procedures and policies within a program of related projects are executed.

**Responsibilities:**

- Support the Program Lead in planning, executing, controlling and closing phases of the program
- Track resources across different job disciplines, ensure appropriate security controls are in place for staff joining and/or leaving the project
- Act as central point of communication for core team members
- Manage all financial status meetings for the program. Provide support for invoice processing. Manage process for all required updates to internal financial management tracking tools
- Utilize project management software for development and distribution of comprehensive set of monthly, weekly and ad hoc project financial reporting to a variety of program stakeholders.

**Support preparation of:**

- Weekly project status reporting, & monthly executive Steering Committee materials
- Monthly project financials/budget
- Prepare agenda and materials for workshops including Backlog, Roadmap, scope documents, project plan, project log, risks, action items, decisions.
- Facilitate working sessions with stakeholders to complete project deliverables: documentation reviews, solutions' design, planning, etc.
- Prepare weekly project dashboard and share with stakeholders and the Project Manager
- Obtain approvals on project documentation and various deliverables as required
- Maintain project documentation repository

**Qualifications:**

- Bachelor's degree in IT or Finance or equivalent experience
- Minimum 3 years of experience being a PCO from inception to completion of a project
- Superior written (including Technical writing) and verbal communication skills are required
- Expert in taking meeting minutes

**Application Process:** Forward resumes through the following application: <https://zurl.co/c76R>