

# PROJECT MANAGER AND PROPOSAL SUPPORT

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Permanent position | Full-time | Pointe-Claire, Quebec | Hybrid work model

## POSITION SUMMARY

The Project Manager plans, executes, and completes technical and technology projects in accordance with contractual requirements, schedules, budgets, and quality standards. The incumbent serves as the primary point of contact for clients and coordinates internal teams, partners, and subcontractors through delivery. The role also contributes to proposal activities by providing execution expertise, coordinating selected deliverables, and ensuring a structured handover from the tender phase to project execution.

## KEY RESPONSIBILITIES

### Project management and delivery

- Define and maintain the project scope, schedule, budget, milestones, deliverables, and acceptance criteria.
- Secure and coordinate the required resources, then lead the efforts of internal teams, subcontractors, and partners.
- Act as the client's primary point of contact for the project's operational, commercial, and contractual matters.
- Manage scope changes and, in collaboration with the relevant stakeholders, negotiate work outside the original scope.
- Establish and apply project processes and controls, including those related to risk, quality, communications, costs, schedules, and documentation.
- Identify variances, recommend corrective and preventive actions, and implement the required measures.
- Organize and lead kick-off, follow-up, and review meetings, both internally and with the client.
- Ensure clear communication of priorities, responsibilities, decisions, and issues to all stakeholders.
- Monitor performance using key indicators and present weekly and monthly progress reports to management.
- Oversee quality control, deliverable acceptance, commissioning, project closeout, and lessons learned.

### Tender and proposal support

- Participate in the analysis of requests for proposals and contribute to Go / No-Go recommendations by assessing feasibility, risks, resources, costs, and schedule.
- Collaborate with business development, engineering, manufacturing, finance, quality, and management teams in preparing technical and commercial proposals.
- Help define the proposed execution strategy, work breakdown structure, contractual milestones, assumptions, exclusions, and key risks.
- Prepare or validate the project management components included in bids, including schedules, delivery plans, governance mechanisms, responsibility matrices, and risk management approaches.
- Coordinate contributions assigned to the project team, track deadlines, and verify the consistency of proposal deliverables.
- Participate in proposal review meetings and provide the data, recommendations, and clarifications required for management approval.
- Support discussions with clients, consultants, partners, and end users to clarify execution and delivery requirements.
- Following contract award, ensure a structured handover of commitments, assumptions, risks, costs, schedules, and requirements to the execution team.
- Contribute to the continuous improvement of tools, templates, historical data, and lessons learned used for estimates and future proposals.



### **Collaboration and continuous improvement**

- Maintain close collaboration with commercial and technical teams to ensure alignment between proposed commitments and delivery capacity.
- Participate in periodic project and proposal reviews with application engineers, managers, and senior management.
- Contribute to the development of common practices, dashboards, and indicators that support predictability, profitability, and customer satisfaction.

## **REQUIREMENTS**

### **Education and experience**

- Minimum of five years of experience managing large-scale technical or technology projects.
- University degree in engineering, computer science, business administration, or a related field; an equivalent combination of education and experience will be considered.
- Experience in software development, integrated systems, or technology product environment.
- Experience preparing technical proposals, estimates, tenders, or supporting business development is a strong asset.
- Experience in the passenger rail sector or a similar regulated industry is an asset.
- PMP certification or another recognized project management certification is an asset.

### **Technical skills**

- Proficiency with tools such as JIRA, Microsoft Project, and MS365.
- Proficiency with advanced tools such as Power BI, Copilot, and Claude is an asset.
- Ability to develop and interpret schedules, budgets, performance indicators, risk registers, and contractual documents.
- Strong technical writing skills and experience preparing professional documents.
- Understanding IP networks and technologies used in onboard communication systems is an asset.

### **Personal skills**

- Excellent French and English skills, both spoken and written.
- Engaging leadership style, autonomy, initiative, and the ability to influence without direct authority.
- Excellent communication, collaboration, negotiation, and stakeholder management skills.
- Thoroughness, strong organizational and analytical skills, and attention to detail.
- Commitment to customer service, results, quality, and continuous improvement.
- Ability to manage multiple priorities, work under pressure, and meet tight deadlines.
- Creativity, sound judgment, adaptability, and the ability to solve complex problems.
- Ability and availability to travel for business within the United States and Canada.

## **WORK ENVIRONMENT**

Friendly, growing SME located in Montreal's West Island. Hybrid work model with three days per week in the office. Employee benefits offered.