



Job Posting

Position: IT Project Manager
Department: IT Business Systems Planning
Reports to: Manager, Project Management Office
Location: 1 Dundas
Status: Full Time
Posting: PL_935

Plexxus is a not-for-profit shared services organization which provides value added services to its Member and Customer hospitals.

Plexxus provides Logistics (Distribution, In-Hospital Logistics, Purchasing, Product Support, Accounts Payable), Strategic (Sourcing, Spend Management, Supplier Management, Contract Management, Innovation & Strategic Partnerships) and Support and Enablement (Information Technology, Data Governance & Management, Customer Relationship Management, Corporate (Human Resources, Finance), Customer Support services.

VISION: Plexxus is the leading shared service organization in Canadian healthcare.

MISSION: Plexxus relentlessly delivers value to its Members and Customers through service excellence.

VALUES: Excellence, Responsive, Accountable, Collaborative

Plexxus serves a diverse group of hospitals consisting of specialty, community based, academic and research hospitals. Plexxus Member hospitals include: Holland Bloorview Kids Rehabilitation Hospital, Lakeridge Health, North York General, Sinai Health, St. Joseph's Health Centre, Scarborough Health Network, Sunnybrook Health Sciences Centre, Michael Garron Hospital, University Health Network, and Women's College Hospital. Plexxus Customer hospitals include: Campbellford Memorial Hospital, Haliburton Highlands Health Services, Mackenzie Health, Markham Stouffville Hospital, Northumberland Hills Hospital, Peterborough Regional Health Centre, Ross Memorial Hospital, Royal Victoria Regional Health Centre, Southlake Regional Health Centre, and Stevenson Memorial Hospital.

We are recruiting an IT Project Manager to work at our corporate head office in downtown Toronto and be broadly responsible for the following:

Accountabilities:

- Manage and deliver a portfolio of projects and enhancements within established time, budget, quality and scope parameters
- Plan and direct all aspects of portfolio project management, including initial scoping, estimating, planning, prioritizing, scheduling, resourcing, risk assessment, cost/benefit analyses, establishing milestones, deliverables and budgets
- Act as a liaison with business leadership and third party service providers and individual contractors deployed on projects and enhancements
- Analyze invoices for accuracy and completeness, and provide recommendations for their approval for payment
- Track, monitor, report on, and communicate portfolio progress and status utilizing request logs, project plans, requirements references, quality measures, standard processes, milestones and budgets
- Maintain and enforce the use of policies, procedures, methodologies, and standards to ensure effective planning and delivery of services, management of vendors and customers, and maintenance of the 'one build' concept in the shared services environment



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- Provide quality assurance of documentation, testing, configuration and development completed by third parties
- Maintain the tools and repositories of knowledge materials

Qualifications:

- University degree or college diploma required
- Project Management Professional (PMP) designation required
- 10+ years of system-related project management experience within an SAP environment is preferable, ideally one that is a shared services model
- Experience with agile and waterfall project management methodologies
- Experience implementing disciplined, documented processes for estimating, scoping, requirements gathering, and other aspects of the project lifecycle
- Strong supply chain and/or financial background and knowledge
- High-quality written and verbal skills and attention to detail, including the ability to prepare and deliver process documentation, requirements, etc.
- Proven experience managing the planning and delivery of a \$1M+ projects and enhancements
- Experience working with project management tools e.g., Planview, MS Project
- Strong financial, contract management, analytical skills
- Demonstrated commitment to exceptional customer service
- Experience working in a hospital and/or public sector environment preferred

Interested candidates please apply by resume to Plexxus Human Resources at careers@plexxus.ca. While Plexxus thanks all applicants, we advise only those who qualify for an interview will be contacted.

Plexxus is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants who are selected for an interview are advised that accommodations are available upon request in relation to the materials or processes used in the selection process.

Posting Date: April 29, 2021

Closing Date: May 12, 2021