



**NOW HIRING
CAREERS AT AKA**

PMO MANAGER

Employment: Full Time | Reports To: Chief Operating Officer | Location: Poole's Corner, PEI

ABOUT THE ROLE

As a project management (PM) executive at AKA Energy Systems, the Manager of the Project Management Office shall oversee the execution and performance of AKA's project portfolio. In collaboration with AKA's Chief Operating Officer (COO), the Manager of PMO shall manage the project management office (PMO) function and lead a team of project managers and coordinators to ensure that AKA projects align with business objectives, and close on time, within scope, and on budget.

As the senior executive responsible for overseeing the PM function at AKA, the Manager of PMO shall direct the implementation of strategies, policies, programs, and practices that optimize project execution. The scope of responsibilities and daily activities of AKA's Manager of PMO shall focus on leadership, management, and continuous improvement, as follows:

PRIMARY RESPONSIBILITIES LEADERSHIP

- Supervise, mentor, and guide project managers and coordinators to enhance their skills and capabilities.
- Foster a collaborative and high-performance team culture, ensuring alignment and communication among all project staff.
- Develop and maintain strong relationships with internal stakeholders to ensure alignment between project objectives and business needs.
- Act as the primary point of contact for senior leadership regarding project performance and portfolio status.

MANAGEMENT

- Lead and manage the PMO function, providing strategic direction for project execution, resource allocation, and prioritization.
- Develop and maintain standardized PM methodologies, tools, and documentation across the project portfolio.
- Ensure that all projects are aligned with organizational objectives and are managed according to established PMO processes.
- Oversee the tracking and reporting of project performance, and prepare and present detailed project reports to senior management, including project health metrics, resource utilization, and financial performance.

- Coordinate and manage the prioritization of projects based on organizational goals, resources, and strategic initiatives.
- Monitor project timelines, budgets, and quality standards to ensure that all project deliverables are met.
- Implement project risk management strategies to identify and mitigate potential risks.

CONTINUOUS IMPROVEMENT

- Maintain advanced-level knowledge of current and emerging PM principles, with a focus on identifying strategies, policies, programs, and practices that align with AKA's near and long-term business objectives.
- Champion the continuous improvement of PM processes and methodologies across the organization.
- Drive the adoption of best practices, including agile and lean PM techniques.
- Lead post-project reviews to capture lessons learned and to improve future project execution.

KEY REQUIREMENTS EDUCATION & EXPERIENCE

- Bachelor's degree in engineering - electrical preferred - business, or in a field of study related to project management.
- Relevant certification, e.g., Project Management Professional (PMP) from the Project Management Institute, (PMI) preferred.

- Minimum of seven years of experience in project management, two of which are in a leadership role overseeing project teams.
- Experience in the electrical system integration industry preferred; experience in the marine industry an asset.
- Demonstrated experience using PM software - MS Project, Jira, Asana - tools, and methodologies - Waterfall, Agile, Scrum, or Lean - preferred.

KNOWLEDGE AND SKILLS

- Outstanding leadership skills that inspire trust, create positive change, and influence intentional outcomes for individuals, teams, and organizations.
- Exceptional planning skills, especially in relation to developing comprehensive plans that address current and future PM challenges and needs.
- Exceptional organizational and time management skills, especially in relation to work under pressure, adjust to changing priorities, and adapt to changing work environments.
- Superior communication skills, including the ability to interpret and explain, in easy-to-understand terms, PM policies, programs, and practices.
- Superior data analysis skills, with a strong ability to connect meaningful insights from the interpretation of raw data to informed strategic decisions.



HEADQUARTERS
PO Box 577
23 Brook Street
Montague, PE
Canada COA 1R0

LOCATIONS
North America - Canada
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KNOWLEDGE AND SKILLS CONTINUED

- Excellent decision-making and problem-solving abilities, including the ability to make judgments based on interpretation or differences of opinion.
- Advanced capacity to accept and manage changes in organizational dynamics, including the ability to guide an organization through those changes.
- Proficient, at an advanced level, in the use of Microsoft 365 productivity tools, PM software, and enterprise resource planning (ERP) software.
- Advanced, in-depth knowledge of PM principles, practices, and methodologies.
- In-depth knowledge of engineering and manufacturing culture, with a detailed understanding of human resource needs in that culture.
- Ability to identify your own professional skills gaps, and to seek professional development opportunities to address those gaps.



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