

<b>JOB TITLE</b>	<b>EPMO Coordinator</b>	
<b>DIVISION/DEPARTMENT</b>	Operations	
<b>LOCATION</b>	Montreal	
<b>REPORTS TO</b>	EPMO Leader	
<b>CAREER LEVEL</b>	XXX	
<b>NO. OF DIRECT REPORTS</b>	0	
<b>SUMMARY</b>	Supports Enterprise Program Management Office (EPMO) and project managers with the planning, execution and post go-live activities of CSL's EPMO's portfolio of projects.	
<b>QUALIFICATIONS</b>	<b>EDUCATION</b>	Bachelor's degree in administration, Business, Engineering, or equivalent
	<b>TECHNICAL</b>	<ul style="list-style-type: none"> <li>PM certification an asset</li> </ul>
	<b>EXPERIENCE LEVEL</b>	<ul style="list-style-type: none"> <li>3-5 years of relevant experience, supporting Project Managers and/or Program Managers in an EPMO environment</li> <li>Experience with PPM tools</li> <li>Experience within large organization, an asset</li> </ul>
<b>KEY COMPETENCIES</b>	<ul style="list-style-type: none"> <li>Solid knowledge of project management methodologies and techniques.</li> <li>Demonstrated ability to support multiple Project Managers in an EPMO environment.</li> <li>Ability to multi-task, prioritize and schedule work and projects with minimal supervision.</li> <li>Ability to work independently as well as collaboratively in a team environment.</li> <li>Strong detail, organization and customer service orientation.</li> <li>Strong verbal and written communication and interpersonal skills</li> <li>Ability to communicate effectively with all levels of executives, management, business customers, project team members and other stakeholders.</li> <li>Demonstrated skills in Microsoft Office applications (Visio, Outlook, Word, PowerPoint (with Timeline) and Excel).</li> </ul>	

<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Assists internal and external project resource management through data collection and validation for project related activities.</li> <li>• Provide weekly and monthly status reports</li> <li>• Provide monthly dashboard of project Portfolio</li> <li>• Provides support in the execution of the EPMO Communication plan, including working with change agents and Corporate Communications to collect data, prepare draft presentations and manage communications schedules.</li> <li>• Ensure Project Management methodology and tools are followed for projects</li> <li>• Support Project Reviews Steering committee preparation</li> <li>• Assist with the development and tracking of project related expenses and resources</li> <li>• Assist in the development and analysis of data as required.</li> <li>• Tracks and maintains a record of documentation, findings and responses.</li> <li>• Organizes and supports internal EPMO portfolio activities including monthly EPMO Portfolio reviews, agendas for EPMO team meetings and affiliated meeting minutes.</li> <li>• Works with functional organizations to collect and validate EPMO resource related data.</li> <li>• Maintain current lists of employees in the resource management registry.</li> </ul>	
<b>TRAVEL</b>	0-5%	
<b>APPROVED BY</b>		<b>DATE:</b>