

JOB OPPORTUNITY

Position Title: Project Manager, IT

Position Type: Fixed-Term

Position Length: Twelve (12) Months

Location: Mississauga, ON

Job Grade: 7

Hiring Range: \$102,102.52 to \$138,660.70/year

Hours of work: 36.25 hours/week

Reporting to: Director, Information Technology

This posting is applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Researching** apprenticeships and the trades.

The Project Manager is responsible for planning, executing, and delivering software projects within scope, timeline, and budget. This role coordinates cross functional teams, manages stakeholder expectations, mitigates project risks, and ensures that software solutions meet business and technical requirements.

Responsibilities:

- Lead end to end project lifecycle activities, including initiation, planning, execution, monitoring, and closure.
- Develop and maintain detailed project plans, schedules, budgets, and resource allocations.
- Manage cross functional project teams including developers, QA analysts, UX designers, and business stakeholders.
- Track and report project status, risks, dependencies, and milestones to leadership and stakeholders.
- Facilitate Agile ceremonies (daily standups, sprint planning, retrospectives) where appropriate.
- Ensure quality assurance processes are followed and deliverables meet acceptance criteria.
- Coordinate with vendors, contractors, and external partners as needed.
- Drive continuous improvement in project delivery methodologies and team processes.

Qualifications:

- Bachelor's degree in computer science, Information Technology, Engineering, or related field.
- 5+ years of experience managing software development or technology projects.
- PMP, Scrum Master, or equivalent certification preferred.
- Agile development experience

Knowledge of:

- Software development lifecycle (SDLC) and Agile/Scrum methodologies.
- Cloud technologies and modern application development practices.
- Risk management techniques, change control processes, and quality frameworks.

Skills Include:

- Strong project planning, prioritization, and organizational abilities.
- Excellent communication, negotiation, and stakeholder management skills.
- Proficiency with project management tools (e.g., Azure DevOps, Jira, MS Project).
- Ability to manage multiple concurrent projects in a fast-paced environment.

What STO Offers:

- Work-life balance
- Comprehensive health and dental benefits
- RRSP matching (up to 6%)
- Employee Assistance Program (EAP) through TELUS Health with employee perks

How to Apply: Please submit your application through ADP by **April 13, 2026** via the following link:

Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

We thank all applicants for their interest and will only contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.