



Project Manager, Ceridian Dayforce Implementation (6-Month Contract) – Vancouver

This year, Odlum Brown celebrates its 98th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We have a six-month contract opportunity for a Project Manager, specializing in Ceridian Dayforce, to join our award-winning firm in the Vancouver office.

The successful candidate will lead the end-to-end implementation, integration and launch of our Ceridian Dayforce Recruiting and Onboarding modules, within a specified project timeline. This role works closely with business units, functional leaders and subject-matter experts to identify, develop and deploy key components of our human resources information system to support the overall HR strategy.



RESPONSIBILITIES

- Business Analysis:
 - Continuous engagement and collaboration with internal stakeholders, subject-matter experts (SMEs) and end users to understand, gather and document their business needs, systems and processes into specifications and deliver customized solutions
 - Apply best practices to elicit, write and validate business requirements (high level and detailed)
 - Facilitate the evaluation of requests and requirements and explain their feasibility to internal teams
- Project Management:
 - Manage project in partnership with the business and technical leadership teams
 - Communicate with stakeholders and management regularly regarding status, risks and issues
 - Adhere to the firm's project governance model and create and maintain project management artifacts (including schedules, resource plans, procedural workflows and training materials)
- Vendor Management:
 - Collaborate with vendors and project team to ensure that the configured solution meets the business and user needs
- Quality Assurance (QA) and User Acceptance Testing (UAT):
 - Lead, develop and participate in QA/UAT planning and test execution, including issue/bug documentation, follow-up and re-testing
- Go-Live and Project-to-Operations:
 - Train the trainers and serve as the point person to actively engage with and support users
 - Utilize change management practices to help the team and organization manage through change
 - Provide initial operational support during the go-live phase; serve as Tier 2 escalation and respond to team and user questions, propose systems and training recommendations to management
 - Transition Tier 2 support to other IT/Business Operations team members, including training and documentation

KNOWLEDGE AND EXPERIENCE

- 5+ years of experience as a Project Manager
- Experience with implementing and administering Ceridian Dayforce is essential
- Strong understanding of how Recruiting and Onboarding is coordinated with Payroll, Benefits and HR business processes
- Solid grasp and application of standard project management methodologies (Waterfall, Agile and Scrum)
- Proven success in working with internal stakeholders and vendors to deliver commercial off-the-shelf (COTS) solutions
- Articulate and confident communicator, both written and verbal
- Experience in the Financial (Wealth Management) industry is an asset
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Self-starter with the ability to work independently and co-operatively with business and technical resources



ODLUM BROWN

Investing for Generations®

ODLUMBROWN.COM

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **October 29, 2021**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

As part of fulfilling our responsibility to ensure a healthy and safe workplace, and in alignment with public health measures, Odlum Brown has a mandatory vaccination policy for all team members working on site at any Odlum Brown office. Our firm requires all team members to be fully vaccinated by October 25, 2021.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.