



**JOB TITLE: Project Manager**

**About North Atlantic**

North Atlantic is a diverse and growing, province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service, and support for local communities. With our *people first* approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

**For more information about the North Atlantic, please visit [www.northatlantic.ca](http://www.northatlantic.ca)**

**Position Overview**

The Project Manager is responsible for overseeing the planning, execution and evaluation of existing and new projects. A core function of this position is communication and collaboration with key stakeholders, both internal and external. This position will work on a wide range of projects within the corporate office including Facilities, IT and Finance transitions as well as helping assist with Strategic Growth opportunities.

Functionally reporting to the COO, the Project Manager may take direction from various executive leaders, depending on the project and support team.

This is a full-time collaborative position within the corporate office with the potential for visits to various project sites. The project manager will work closely with diverse cross-functional teams and stakeholders. This position will play a critical role in design, planning, budgeting/estimating, and execution, ensuring that projects are delivered on time, within scope, and within budget.

**Duties and Responsibilities:**

- Develop project contracts: outline scope, goals, budget, resources, and timelines.
- Facilitate regular check-in meetings with team leads to discuss concerns and work progression, ensure that projects meet specifications, and revise schedules, estimates and/or deadlines as necessary.
- Validate and update ongoing projects based on financial and scheduling requirements.
- Resolve issues and solve problems throughout project life cycle.
- Measure, monitor and report on project budget and milestones.
- In conjunction with the Procurement team, develop and execute open and limited call documents (RFP's, RFQ's, GC's.)
- Identify and address risks to successful project completion.
- Implement corrective measures to set a project on the correct path to successful completion.
- Ensure adequate resources are assigned to ensure deliverables are produced in accordance with required schedule.



- Management and oversight of external contractors needed, from procurement to project close-out.
- Ensure internal and external interfaces are clearly identified and scheduled with responsibility allocated.
- Assist and lead where applicable in approval of contracting strategies where required, final contract for execution and necessary financial authorization.
- Ensure processes and procedures are properly documented and communicated to stakeholders.
- Assist with ad hoc requests.
- Other duties as required.

#### **Qualifications:**

- Degree or Diploma in Business, Project Management or a related field may be considered.
- 5-7 years prior experience as a Project Manager.
- Project management certification (PMP) is considered an asset.
- Solid grasp of advanced project management principles, along with having experience in successfully applying and advancing those principles.
- Demonstrated leadership skills in developing and leading diverse teams.
- Ability to work under pressure, set and meet deadlines for project completion; flexible, resourceful and efficient.
- Well versed in project management norms and procedures.
- Strong knowledge of commercial and contract negotiation with third parties.
- Ability to influence team members and build consensus with traditional line of authority ("Influence without Authority").
- Ability to bring project management best practices to the organization across a wide range of projects.
- Strong time management and organizational skills to maintain schedules and budgets and track the progress of multiple projects.
- Excellent verbal and written communication skills, presentation and interpersonal skills.
- Exceptional problem-solving and negotiating skills.
- Strong cost/schedule analytical skills.
- Strong planning, budgeting and organizational skills.
- Proficient in Microsoft Office suite and project management software.

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to [careers@northatlantic.ca](mailto:careers@northatlantic.ca) by June 27, 2025.