

PROJECT COORDINATOR

Do you want to work on various projects with a great team? Would you like to take part in innovative technological projects in a growing company?

Performance, innovation, and family mean something to you and inspire you?

We have what you are looking for as we are currently recruiting a Project Coordinator for our **KRAKEN LAB** division whose main mission will be to support the Project Management Office (PMO) by following up on project reports, document support, and specified project status with stakeholders.

The **Techno-X Group** and its companies are inspired by the desire to surpass themselves and push the limits. We are revolutionizing the fields of security, technology, customer service, and outdoor activities, thanks to our innovative products and services.

You want to know more?

- You will develop high-level project plans and milestones linked to business objectives.
- You will work with engineers, IT managers, business analysts, and team leaders to reach delivery targets.
- You will follow up with the multidisciplinary scrum teams.
- You will develop risk analysis, impacts, and mitigation plans.
- You will create project status reports and lead status meetings with various stakeholders.
- You will coordinate the tracking of dependencies between the various departments, as well as with external suppliers.
- You will ensure a high standard of quality on all iterative deliveries.
- You will track the costs of the various projects.

Required skills

- You have a college diploma or a bachelor's degree in administration and/or engineering or you hold a certification in project management.
- You have 2 to 5 years of experience in project management (asset if in IT).



- You are proficient with Jira and Confluence.
- You have strong knowledge of the Microsoft Office.
- You are recognized for your leadership and your ability to communicate clearly.
- You are comfortable with working with short deadlines.
- You are proactive and able to manage several projects at the same time.
- You can communicate in both French and English (written/oral).

Why should you choose the Techno-X Group?

- First of all, a work environment where family, innovation, and performance are valued!
- A work-life balance;
- Schedule flexibility for early and late risers;
- No traffic, you can work directly from home;
- A 24/7 free access to online doctors;
- A diversified company with a variety of challenges: you can't get bored;
- A group insurance, because we want to take care of our people.

It is now your turn to tell us about yourself. All you have to do is apply!

