

# Intermediate Project Manager (Insurance)



**Toronto, ON | Reporting to: CIO**

## POSITION OVERVIEW

Navacord Corp. is seeking a Project Manager to plan, execute and coordinate a variety of projects related to Navacord's portfolios.

### YOU ARE:

A confident, self-motivated insurance professional with organizational and interpersonal savvy and experience advising and supporting executives and stakeholders at all levels. A level-headed manager that thrives in a decentralized, cross-functional and entrepreneurial business environment.

Reporting to the CIO at Navacord and working alongside leadership and other key stakeholders, the Project Manager will contribute to a wide range of projects as we continue to build *The Great Canadian Brokerage.™*

## RESPONSIBILITIES:

- Ensure identified projects are delivering value aligned with the program and the company's overall goals - create momentum and value by identifying and tracking key performance indicators
- Can translates strategic vision and goals into clear objective and project deliverables and adapt those deliverables to changing opportunities. Must be able to convey complex ideas in a simple and concise manner to a diverse set of stakeholders, including executives, with potentially competing interests.
- Work directly with the CIO, operating company presidents, and other leaders to develop, influence and roll-out key business and technology projects. Responsible for managing the successful execution and delivery of those projects.
- Create delivery roadmaps and project plans for each project using best-in-class project management systems (issue, risk, cost, scope, resource, change, etc.)
- Coordinate with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Prepare project-related artefacts and reports by gathering, analyzing, and summarizing relevant information into an easy-to-consume manner.

## REQUIREMENTS:

- 2+ years of insurance knowledge – understanding of the insurance market, with an emphasis on benefits, personal and commercial insurance.
- 5+ years of project management experience delivering small to medium size projects (\$500K-\$5M) in an enterprise structure – must have experience delivering technology projects using SDLC methodology, vendor and contract management experience an asset
- Project Management Professional (PMP) certification is a plus
- Strong MS Suite and project management software knowledge
- Superior collaboration & communication skills

**Qualified candidates are invited to email their resume and cover letter to: [careers@navacord.com](mailto:careers@navacord.com)**

## BUILDING THE GREAT CANADIAN BROKERAGE

Navacord is a leading insurance and risk management brokerage created to keep the Canadian entrepreneurial spirit alive. Led by a passionate and engaged partnership group, Navacord Broker Partners are committed to the success of their clients by delivering expert advice in an increasingly complex world which allows them to face the future with confidence.

- ✓ 4<sup>th</sup> Largest Commercial Brokerage in Canada
- ✓ 1,000+ Employees
- ✓ 30,000+ Commercial Clients
- ✓ ~\$250mm Revenue
- ✓ 75% B2B (Commercial & Benefits)
- ✓ 25% B2C (Personal Lines)
- ✓ ~\$2 Billion Annual Premium

*We are committed to providing accommodation upon request for applicants and employees with disabilities. If you require accommodation, we will work with you to meet your needs.*