



## Title: Project Manager, Program Management Office (PMO)

Location: 121 King Street West, Toronto, Suite 2100

### About Pure Industrial

Headquartered in Toronto Canada, Pure Industrial is one of Canada's leading providers of industrial real estate. Pure offers its customers fully integrated, full-serve solutions that are critical for the Canadian supply chain.

Pure Industrial acquires, develops, leases and manages a portfolio of high quality, strategically located industrial real estate across Canada. We currently have over 21 million square feet and more than 150 properties in our portfolio.

Pure Industrial is a portfolio company of Blackstone and Ivanhoe Cambridge which provides the Company access to a broad knowledge base, expertise and support.

### Role Summary

Reporting to the Vice President of Corporate Operations, the primary responsibility of this position is to run the PMO function by delivering all cross functional project initiatives for the company. The PMO Manager also accountable for developing and deploying a structured collaboration framework for project planning, execution and governance. This position works across a wide variety of functional areas and teams including departmental leads, external advisors, consultants, vendors and other third parties to ensure successful tracking, reporting and execution of cross functional initiatives.

The successful candidate will have excellent business acumen, problem solving, project management, communication and facilitation skills. They should also be passionate, committed, have strong attention to detail, while at the same time being coachable and open to new approaches to solution projects. They should have a demonstrated track record of cross functional project management.

### Core Responsibilities

1. Cross Functional Project Management – 40%
  - Identification of opportunities for improvement in cross functional processes/operations i.e. efficiencies, quality, accuracy
    - Collaborate with dependent and adjacent teams to identify opportunities

- Facilitate discussions to identify root cause for points of pain and friction
    - Ensure alignment across stakeholders
  - Leveraging a cross functional team, formulation and documentation of 'to be' process
    - Assess potential solutions through facilitated discussion, research etc.
    - Identify requirements i.e. resources, technology, tools
    - Determine timeline, miles and sequencing of activities
    - Assess change management requirements and process
    - Determine project leads / stakeholders
  - Implementation of new processes
    - Iterate for refinement and re-evaluation
2. IT Roadmap Projects – 20%
- Facilitation of the development and execution of IT roadmap
  - Project management of key IT projects:
    - Oversight and coordination of 3rd party consultants / resources
    - Ensure input from and collaboration across departments
    - Integration of 3rd party vendors and tools (where required)
  - Development and monitoring of IT and cyber security policies
  - Oversight of cyber-security approach and tools
  - Monitoring and enforcement of PII/PIPEDA, AODA and other relevant requirements
3. ESG – 20%
- Translation of Pure ESG framework and metrics into initiatives
  - Formation and coordination of Pure ESG committee
  - Development and maintenance of an ESG score card and tracking
  - Project management of ESG projects
  - Identification of process and tools to support integration of ESG requirements into day-to-day operations
  - Identification of tools, organizations and relationships to support Pure's ESG efforts, including Blackstone and Ivanhoe Cambridge
4. Internal Communication and Training – 10%
- Oversight of content for communication tools, i.e. intranet, website, company-wide communications
  - Development and coordination of content for company-wide audience, i.e. Village Hall, annual off-site etc.
  - Execution of training strategy – sequencing, calendar, format
  - Creation of training modules – required, functional, trigger (onboarding, new manager, new policy etc.)
  - Execution of training – functional, lunch & learn, coordination of 3rd party
5. Strategy, Planning and Process – 10%

- Maintenance of the strategic dashboard and tracking of corporate level metrics
- Project management and tracking of multi-year initiatives
- Definition and management of annual planning process (aligned to budget)

## Required Skills and Experience

### Technical Skills

#### Required:

- Project Management experience leading multiple cross functional projects
- Risk mitigation and management experience
- Significant vendor management experience
- Facilitation experience
- Business modeling experience
- Consulting or experience leading cross functional project teams or PMO
- Real Estate experience preferred

#### Important:

- Experience with information technology migrations and integrations
- Experience in full life cycle of complex software deployment projects
- Proficiency with Microsoft Powerpoint
- Proficiency with Microsoft Excel
- Experience with / leading annual and strategic planning processes
- IT knowledge

#### Desirable, but not required:

- PPM designation
- Writing and execution of test cases that tie to design requirements
- Comprehensive organizational design experience

### Non-Technical Skills

#### Required:

- Able to ramp-up quickly. Takes initiative and is a self-starter
- Creative thinking, problem solving, and decision making
- Strong communication skills
- Strong interpersonal skills
- Able to easily toggle between big picture to detail
- Teaching / Coaching Skills

- Leadership Skills
- Can interact with senior leaders and executive team
- Can work and collaborate effectively remotely

Desirable but not required:

- French

Education

BA in Business Administration preferred

Interested applicants should send their resumes to: [talent@pureindustrial.ca](mailto:talent@pureindustrial.ca)