QinetiQ is a trusted world leader in the provision of research & development, customer advisory and test & evaluation services with a long heritage in Defence and Security. As part of our growth strategy, we are looking to expand these capabilities in Canada. QinetiQ Canada is looking for an energetic, passionate and self-starting Project Scheduler who can bring our unique solutions to the market within Canada.

Self-motivated individuals who are creative, innovative and thrive on achieving success are encouraged to apply. If you are resourceful and enjoy both working independently and collaboratively within an International Business team and a wide range of defence specialties and domains, you will love our culture.

Key Accountabilities

- Expert use of MS Project, the Project Scheduler will:
  - create and maintain project/milestone schedules by reaching out to project members, stakeholders, suppliers and partners
  - create and maintain resource/manpower estimates to ensure efficient resource management
  - create and maintain project risk register in collaboration with Project Manager
  - prepare project summary reports for management
- Responsible to ensure project team members have the tools and resources to meet project milestones through strong relationships and a keen sense of initiative
- Scheduling and reporting of tasks and sub-tasks to the Program Manager and the VP Operations

What you bring

- Related experience and a relevant post-secondary degree is required, preference for Project Management
- Skills and recent experience with project management tools and software
- Computer proficiency (Document Management Software, MS Office – Word, Excel and Outlook)
- Possess or are eligible for a Canadian Security Clearance
- Experience in project delivery within distributed teams
- MS Project demonstrated experience
- Ability to work independently with minimal supervision
- Demonstrated understanding of project management concepts
- Flexibility of approach and innovative thinking to solutions
- Positive and collaborative attitude in a team environment contributing to common goals
- Excellent verbal and written communication skills
- Well-developed social skills in a professional business setting
- Seasoned decision making skills
- Ability to set priorities and deliver on commitments in time-pressured situations
- Reliable and committed to upholding company ethics

What will put you over the top?

- Holds a PMI certification in line with the envisioned role
- Experience in UAS program delivery/operations an asset
- Experience in working with DND and/or Government of Canada an asset
What's in it for you?

We believe QinetiQ Group is a great International company to work for, and QinetiQ Canada is a vibrant and exciting work place. The sheer variety of the work we do, and the experience it offers, provide an unbeatable platform from which to build a great consultancy based career. This position will include travel occasionally within Canada and internationally.

We offer a variety of formal and informal training programs at a number of levels to help you acquire and build specialised skills faster. Learning takes place both on the job and through formal training conducted online or in the classroom.

On top of this, QinetiQ offers a highly competitive salary, 20 days holiday per annum, an optional employee healthcare plan, opportunities to qualify for discretionary bonus based on high-performance and a comprehensive pension scheme.

Please submit your résumé to Ottawa@QinetiQ.com