**Job Title: Project Lead**

**Company**: Clicked Minds Innovation

**Location:** Greater Toronto Area

**Salary:** $2500-$3000/month

**Job Type:** Full-time, Contract

**NOC Code:** 13100; **TEER Category:** 3

**Number of Job Postings:** 1

**About the Company:**

Clicked Minds Innovation is a leading provider of PLC and robot programming solutions to clients in various industries. We are committed to providing exceptional service to our clients and continuously strive to improve our offerings to meet their evolving needs. We are currently seeking a Project Lead to join our team on a full-time contract basis.

**Responsibilities:**

* Lead and manage projects from start to finish, ensuring that all project goals, timelines, and budgets are met
* Develop project plans and schedules using MS-Project, Asana, and other project management software tools
* Coordinate with internal teams, external stakeholders, and clients to ensure that project deliverables are completed on time and to the required standard
* Ensure that project documentation, including plans, specifications, and reports, is accurate and up-to-date
* Monitor project progress and identify and address any issues that arise
* Manage project risks and develop mitigation strategies
* Communicate project status and progress to internal and external stakeholders, including clients, management, and team members
* Ensure that all work is performed in accordance with established safety procedures and regulations
* Use SAP and ERP systems to manage project financials and resources
* Maintain knowledge of industry best practices and apply them to project management processes
* Provide leadership and guidance to project team members

**Qualifications:**

* Diploma or degree in project management, engineering, or a related field
* Strong knowledge of project management methodologies and tools, including MS-Project, Asana, SAP, and ERP systems
* Excellent communication, interpersonal, and leadership skills
* Strong analytical and problem-solving skills
* Ability to work independently and as part of a team
* Familiarity with PLC and robot programming solutions is an asset

**We Offer:**

* Competitive monthly salary
* Opportunity to work with a dynamic and supportive team
* Opportunity to gain experience in a growing industry of PLC and robot programming solutions

If you are passionate about project management and have experience with MS-Project, Asana, SAP, and ERP systems, we would love to hear from you. To apply for this position, please send your resume and cover letter to gunveensingh@clickedminds.ca