

Job Posting:

Senior Project Manager For Synergy Enterprises

About Synergy Enterprises

At Synergy Enterprises, our mission is to empower climate action. Synergy helps companies measure and reduce their environmental impact, specializing in greenhouse gas (GHG) accounting, decarbonization strategies, and clean technology adoption. Our clients are primarily tourism, technology, transportation, mining and manufacturing businesses. Our full-service programs help organizations measure their impact, set GHG reduction targets, engage stakeholders, implement solutions to reduce emissions, achieve carbon neutrality and communicate results.

We believe in using business as a force for good which is why Synergy is a Certified B Corp. We are proud of our hard-working, passionate team and our internal policies that support wellness, continuing education, and living true to our values. As we grow our team, we are looking for individuals who share those values.

Synergy Enterprises is committed to supporting Justice, Equity, Diversity, and Inclusion in the workplace. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, gender, sexual orientation, ability, socio-economic status, or age.

For this position, we are looking for an experienced project manager who is passionate about climate action, sustainability & regenerative business. Experience managing client relationships is a must; experience with carbon accounting is a bonus.

Hiring Process

Please submit a cover letter & resume to admin@synergyenterprises.ca by March 29th, 2024.

A shortlist of applicants will be selected for an interview with our executive team in early April. Some candidates may be asked to participate in a second interview. We'll call references and notify interviewees of our decision by mid April.

March 29th, 2024 – Posting Closes

April 3rd, 2024 – Shortlist Notified

April 4 - 12th, 2024 - Interviews

May 1st, 2024 – 1st Day at Synergy (TBD)

Job Description - Senior Project Manager

Title	Senior Project Manager
Location	Synergy Office: #500-765 Broughton St, Victoria, BC
Term	April 2024 onwards
Hours & Salary	\$37- \$41 per hour / \$73,000 - \$79,000 per year 37.5 hours per week, 3 weeks paid vacation, phone stipend \$25/month, extended health benefits at 3 months

Job Description

As a part of a diverse project team, the **Senior Project Manager** will act as the primary point of contact for various clients within our portfolio of businesses and organizations committed to climate action. This role focuses on developing strong, lasting reciprocal client relationships and supporting clients progress through their sustainability journey. For each client, the Senior Project Manager will manage multiple projects ranging from GHG Inventory reports to decarbonization strategies, ensuring deliverables are completed on time, on budget, and according to Synergy and the client's standards.

Their responsibilities include:

- Developing proposals and project plans and delivering projects according to the plan, ensuring project is completed on time, on budget and within scope
- Leading communications with the client & developing strong, lasting, reciprocal relationships
- Preparing and leading client meetings and team work sessions
- Preparing invoices and progress reports
- Troubleshooting issues with client communication, project timelines, scope creep, etc.
- Delegating and assigning work to other team members
- Keeping internal project management systems up to date

Skills/Competencies

- 5-10 years work experience in project management and client relations, ideally in sustainability, renewable energy, clean tech and/or regenerative business
- Understands and can communicate corporate sustainability principles
- Excellent written and verbal communication, plus presentation / facilitation skills
- Proficient in Microsoft Excel, Word & Powerpoint
- Enjoys problem solving & thinking strategically
- Carbon accounting experience is considered an asset but not required
- Customer service experience is highly valued

Synergy Perks

- Benefits – Synergy covers 70% of the cost of benefits and has a program tailored to the needs of our growing team.
- Paid Volunteer Day – Each year, team members get one day paid to volunteer for a cause that is focused on sustainability or environmental conservation.
- Up to 60 Hours Professional Development time annually, plus a professional development budget – Professional development is about building life-long skills above and beyond regular work training. This may include but is not limited to reading books, taking external courses, attending conferences, watching webinars, etc.
- 5 Paid Wellness/Sick Days - Each full-time staff is entitled to five paid wellness/sick days per year. These may be used at the team member's personal discretion and can be used to recover from illness, exhaustion, or to book healthcare appointments. The spirit of this policy is to have a 'take care of yourself day.'
- Working from Home – Team members are encouraged to take advantage of our collaborative and focused office but may have the flexibility to work from home up to four days per week. Schedules to be set collaboratively with management.
- Unlimited Unpaid Vacation – A love of travel and continued pursuit of work-life balance has inspired Synergy to offer unlimited unpaid vacation. To respect project work timelines, discuss extended vacation with your project manager, or managing partner at least 3 months in advance.
- Continued Education – Synergy encourages team members to pursue higher learning and are happy to develop flexible work plans to accommodate continued education.