



JOB DESCRIPTION – PROJECT MANAGER

ABOUT F3 NETWORKS

F3 Networks is a leading provider of dark fiber infrastructure solutions, empowering businesses with reliable and high-speed connectivity. Founded on the principles of innovation and reliability, F3 Networks has emerged as a key player in the telecommunications industry, catering to the evolving needs of enterprises, carriers, and service providers.

F3 Networks specializes in providing dark fiber solutions tailored to the unique requirements of our clients. Our comprehensive suite of services includes:

- **Dark Fiber Leasing:** Offering customizable and scalable dark fiber leasing options, enabling clients to build their own private networks and maintain full control over their infrastructure.
- **Network Design and Consulting:** Collaborating with clients to design and implement robust network solutions that optimize performance, scalability, and cost-efficiency.

Maintenance and Support: Providing proactive maintenance and round-the-clock support to ensure uninterrupted connectivity and minimal downtime.

Job Summary

The Project Manager will work under general direction of the Director, PMO. The incumbent will also work in conjunction with the Design Engineers, Construction team, and Finance team.

The position is responsible for the overall direction, coordination, implementation, execution, control and completion of projects ensuring consistency with company strategy, commitments and goals. The Project Manager should have a comprehensive understanding of contract scope and requirements for proactive management of projects and integration into processes.

Responsibilities

- Overall ownership and responsibility for project schedule, cost and quality
- Plan, schedule and track project timelines and milestones using the appropriate tools
- Manage project delivery to ensure schedule compliance with contractual agreements
- Assess day-to-day resource planning and scheduling to align with delivery forecasts
- Deliver all assigned projects on budget and in accordance with planned margins. Document and understand all exceptions
- Prepare project budgets and forecasts for assigned areas, and participate in scheduled financial reviews
- Collaborate with internal stakeholders to define project scopes, goals and deliverables that support program goals
- Proactively manage changes in project scopes, identifies potential issues, and devises contingency plans as required
- Oversee the tracking and project documentation for F3 Networks projects for accuracy and timely reporting
- Collaborate with other departments as required to execute on timelines to meet the goals of management and contractual compliance
- Identify opportunities for business operational improvement and effectively apply project management standards to internal requirements
- Assist with the development and implementation of new processes to support business needs
- Protect organization's value by keeping information confidential
- Perform other duties as requested, directed or assigned



- Accept ownership for achieving results and accomplishing requests on behalf of the client

Personal Qualities

- **Leadership** – direct others and develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to gain experience through formal and informal methods
- **Flexible** – open to change and rapidly adapts to new information, changing conditions, or unexpected obstacles
- **Meticulous** – excellent attention to detail with the ability to follow through on assigned tasks
- **Independent** - ability to work well under limited supervision
- **Analytical** - capable of complex reasoning analysis
- **Results focused** – driven to achieve
- **Collaborator** – able to collaborate on projects, maintain effective relationships, and communicate clearly at all levels of the business
- **Adaptable** – capable of working in a challenging environment, able to adapt to various situations and prioritize multiple work assignments simultaneously

Qualifications

- 3+ years of work experience as a Project Manager in telecommunication or construction industry
- Proficient in Microsoft Office Suite, specifically Outlook, Teams, Excel, Word, and Power Point
- Comprehensive knowledge of construction documents, drawings, specifications, costs, budgets and current construction practices and methodology
- Ability to plan and manage to a project schedule
- Contract negotiation/management skills
- History of building successful teams, effectively motivating people and maintaining effective relationships with clients, owners and consultants
- Capacity to understand and interpret stakeholder needs and identify solutions to non-routine tasks or queries
- Established understanding of contract administration, financial budget management and business principals

Working Conditions

- Normal office environment
- General hours of Monday through Friday 8:00am to 4:30pm. Occasional weekend or longer hours during month-end close
- Some travel may be required

Minimum Education	Preferred Degree or Type
University and/or technical school degree	Business Administration/Finance/Engineering

Required Certifications & Licenses
Project Management/PMP is an asset

Disclaimer: *This job description does not constitute a “contract” between the employee and the employer. The job description duties may change at the discretion of the employer and/or the employer may request the employee to perform duties that are not listed on the job description.*