



Being Jubilant

We believe in working together to improve the workplace experience for each other and our clients. We do this through a commitment to our integrity, accountability, collaboration, creativity, authenticity, hard work, and being thoughtful of others with a personal and professional desire to grow and learn.

Who Is Jubilant?

Jubilant is a HR/Payroll technology consulting firm. Our focus is complete operational evaluation leveraging software as the catalyst for positive, impactful organizational change. We perform selection and implementation consultation at the behest of our clients with a methodology that is built on more than 20 years of industry experience that ensures that our client's desired outcomes are executed upon and focused on project success. Our purpose is to service and support our team members, our clients and our service partners. Our role is serving as dynamic advisors that collaborate in a respectful environment built on trust with a focus on operational excellence, enabling all to grow, learn, share, laugh, and become extremely sound at executing against a plan to deliver success!

Jubilant's three guiding principles

- Culture conscious – be thoughtful and supportive, transparent and accountable. Be the type of person with whom you'd like to collaborate.
- Work smart – follow client-centric processes and use efficient tools that are proven to result in operational excellence.
- Be a worthy partner – put project success as our number one priority. We will be flexible and do the right thing on behalf of our clients, partners and team members, regardless of effort or cost.

Open Position: Project Manager

As a Project Manager within the Jubilant team, the Project Manager is responsible for planning, managing, and successfully implementing new and cycle-based projects for our strategic clients. Qualified candidates will have strong experience managing multiple high-complexity projects simultaneously and are experienced in effectively communicating and negotiating resource and timeline information to our internal and external clients. Qualified candidates will exercise leadership and organizational management skills to ensure all assigned projects meet Jubilant's time and cost estimates. The Project Manager works with the UltiPro Strategic Launch team to ensure projects are delivered on time and on budget, meeting the customer's stated and implied business needs.

Candidates must possess the following background or qualifications:

- Seasoned Project Managers with an HCM background in USA, Canada or both
- 2 – 5 years tenure managing projects at an HCM vendor (e.g., UltiPro, ADP, Ceridian, Workday)
- Demonstrated ability to manage multiple and complex projects concurrently
- Proven consulting experience partnering with clients and executives

At Jubilant, we truly put our associates first. We strongly believe in teamwork, and we encourage and trust our people to reach higher, learn more, and live up to their potential.



Primary Duties

- Confident leadership and flawless execution.
 - ⇒ Provide project leadership, direction, management, communication, and implementation services throughout the project lifecycle and is accountable for the overall success of the project and the quality of services while balancing the competing demands:
 - ▶ Scope, time, cost, and quality
 - ▶ Internal and external stakeholders with differing needs and expectations and follow practices and processes for managing client and stakeholder expectations
 - ▶ Trusted client and stakeholder relationships
 - ▶ Identified requirements and expectations
 - ▶ Project team dynamics

- Effective leadership and management of internal and external resources to meet project objectives by maintaining open communication among project team members.
 - ⇒ Lead project meetings efficiently and with intended results
 - ⇒ Help team members establish open, collaborative relationships
 - ⇒ Maintain enthusiasm, energy and focus in a variety of circumstances
 - ⇒ Translate project objectives and vision into clear goals for the team
 - ⇒ Manage team members and necessary resources to achieve project objectives
 - ⇒ Identify and communicate project work plans, scope requirements, timeline, and project resourcing requirements
 - ⇒ Communicate, using a variety of mediums, project status, risks, and options to both internal and external stakeholders
 - ⇒ Revise project plan and communicate, as needed, to meet changing situations
 - ⇒ Prepare, coordinate, and lead meetings between clients and appropriate UltiPro Strategic Launch Team members
 - ⇒ Manage communication with Ultimate Software team members as needed, including but not limited to Delivery Managers, Lead System Consultants, Payment Services Managers and others who have impact on the project timing and success

- Project Management execution according to Jubilant's approach and standards.
 - ⇒ Manage projects using our methodology standards
 - ⇒ Enforce project standards to ensure deliverable quality
 - ⇒ Ensure that both clients and team members are meeting their project commitments in order to assure a successful customer implementation
 - ⇒ Serve as escalation point as the project owner
 - ⇒ Ensure project documentation is complete, current, and archived appropriately
 - ⇒ On occasion, our PM's may need to support their Implementation Consultant and perform tactical project tasks, for example but not limited to system configuration, data conversion, system testing

- Support sales and business development by providing subject matter expertise, and potentially attending prospective client meetings, providing information for sales presentations and proposals.

- Utilize practitioner and project management expertise to collaborate with leadership on continued development of resources, and tools.

- Support the company with external visibility and promotion within partner and local networking organizations.



Skills, Education & Experience:

- Legal residence and ability to work in the United States
- Excellent written and verbal communication skills, clear and concise in communicating information, actively listens to what others are saying, seeking and sharing information
- Strong, effective decision-making and multi-tasking skills within stringent deadlines
- Human resources/payroll/benefits discipline, HR or payroll practitioner, or both – industry/professional certifications a plus
- Flexibility and adaptability to meet changing scope and resource situations
- Strong organizational and time management skills
- Previous consulting experience and project/program/engagement management under a utilization and billable hours structure
- Detail oriented
- Comfortable working multiple projects simultaneously
- Experience in a product-based software development environment a plus
- Proficient with MS Office – Outlook, Excel, Word, Power Point, OneNote
- Positive, professional attitude
- Energetic with self-motivated leadership team player and able to follow directions well
- Comfortable working in an environment in which businesses processes, tools, etc. are still being defined
- Customer service focus
- Ability to work independently with minimal supervision
- Excellent problem-solving, decision-making, and relationship building skills
- Foresees potential problems and takes corrective action to ensure achievement of goals
- Results driven within a team environment
- Bachelor's degree or equivalent experience
- PMP Certification preferred

Work Environment

Virtual offices with travel to and onsite work at client locations

Position Requirements

30-35% travel

Ability to travel via multiple means – air, car, public transportation

This job description has been written to provide an accurate reflection of the current job and to include the general nature of work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employees assigned to the job. Management reserves the right to revise the job or require that other or different tasks be performed when circumstances change.

Jubilant, LLC is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.