



## Position Overview

**Organization:** Burgundy Asset Management Ltd

**Title:** Contract Position: Project Manager/Release Manager, Business Solutions

**Reports to:** Head of Business Solutions, Business Solutions Team

**Location:** In person/on-site @ 181 Bay Street, Suite 4510, Toronto, ON, M5J 2T3

### Come to work at Burgundy!

Burgundy Asset Management is a leading global investment manager providing discretionary investment management for private clients, foundations, endowments, pensions, and family offices. Founded in 1990, Burgundy strives to protect and build our clients' wealth over the long term. Burgundy is fully independent, and employee owned.

At Burgundy, our values of honesty, courage, and always doing what is in the best interest of the client are brought to life by the daily actions of our people. No matter the position, the right candidate shares our values and understands that everything we do, great or small, is in service to our clients.

### The Position

Reporting to the Head of Business Solutions, you will be an on-site member of Burgundy's Business Solutions team. We are a small team that manages and supports homegrown applications integrated with third-party applications and data services.

In this role you will manage both end-to-end project implementation and ongoing operations of Burgundy applications, support the current Business Analysts in requirement gathering and testing. You will collaborate with our team to plan and execute flexible and innovative solutions that deliver a best-in-class client experience.

### What is in it for you?

At Burgundy, our culture is one of radical responsibility. We thrive in an environment where we are continuously learning and improving in service to our clients and one another. This position provides an excellent opportunity to work with various groups across the firm. The environment is fast paced and is filled with learning experiences that will benefit you moving forward.

- Work in-person, for a dynamic, fast paced, progressive and high performing team
- Leaders who will support your development through coaching and mentoring
- Access to future career opportunities
- Opportunities to do challenging work
- Ability to make a difference and have a lasting impact

### Responsibilities

**In this role, you will:**

- Manage and control the project plans, risk logs, issues logs, and other project artifacts
- Work with and coach business users to document their business needs and prioritize requirements
- Be Burgundy's representative to external vendors
- Provide oversight on planning, coordination, and direction of release management activities
- Compile and distribute release plans and release notes
- Communicate critical information on project status to monitor project health

## **Skills and Specifications**

The ideal candidate will be/have:

- Excellent interpersonal skills, with a proven ability to lead teams
- Strong project management skills to ensure materials are delivered efficiently and on time
- Detail and results-oriented, with the ability to manage multiple projects simultaneously
- Interest in investigating complex problems and making sense of information
- Able to comprehend and master new business processes and technology quickly
- Excellent communication
- Able to thrive and take initiative
- A knowledge leader in project management software (i.e., MS Project, SharePoint, Jira, Confluence)

## **Required Qualifications**

- Undergraduate Degree or Technical Certificate or equivalent
- 5+ years of relevant experience in the financial industry
- Experience with Dynamics and the Microsoft Power platform, W360 and/or Charles River an asset

If this sounds of great interest to you, please send your resume and cover letter to [careers@burgundyasset.com](mailto:careers@burgundyasset.com), referencing the job title (Contract: Project Manager/ Release Manager, Business Solutions) in the subject line. The deadline for submissions is February 16, 2024.

We thank all applicants for their interest, and only those selected for an interview will be contacted.

*Burgundy Asset Management Ltd. is an equal opportunity employer. Accommodation based on disability, and other accommodations as required by the Ontario Human Rights Code, are available on request at all stages of the selection process and during employment.*

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