



Join Our Team!

About Us

BlueBird iT Solutions Inc. is a dynamic and rapidly growing IT support company specializing in healthcare IT. Recognized by Canadian Business and Maclean's as one of Canada's Fastest-Growing IT Companies, we serve a diverse range of clients from single physician offices to major institutions like Sunnybrook Hospital. Our commitment to excellence and innovation makes us a trusted partner in the healthcare industry across Canada.

Working With Us

At BlueBird IT Solutions Inc., our team members are family. We believe in you! We recognize that our team's success is driven by your dedication and talent. We are committed to creating an environment where you feel valued and supported, fostering a strong sense of belonging within our family. BlueBird is not just a workplace; it's a community where we nurture your career and personal growth. As a growing company, we offer numerous opportunities for you to learn, grow, and carve out new career paths.

Perks & Benefits

We understand the importance of your well-being. At BlueBird, we ensure that your physical, financial, and emotional needs are well taken care of. We know that the better we equip you to succeed in your career and life, the more energy and intensity you can bring to your day-to-day work. Our comprehensive benefits package includes:

- Competitive salary, performance-based bonus, & profit-sharing plan
- Comprehensive health, dental, and vision insurance
- Professional development opportunities and continuous learning
- A supportive and collaborative work environment
- Team building activities
- Gym membership

Position: IT Project Coordinator

Location . . .

BlueBird iT Head Quarters, North York, ON

About the Position . . .

We are seeking a dynamic, well-organized individual to join our team as an IT Project Coordinator for IT implementation projects. The IT Project Coordinator will oversee all aspects of project coordination and management to ensure that BlueBird IT Solutions' services are implemented quickly, efficiently, and with a friendly approach. This role serves as the primary liaison between various company stakeholders and acts as the client-facing representative for the assigned projects.

Key Responsibilities . . .

- **Project Planning and Scheduling:** Develop detailed project plans, including timelines, resource allocation, and deliverables. Conduct a full discovery of the project requirements.
- **Coordination and Communication:** Coordinate internal resources and third parties/vendors for the flawless execution of projects. Ensure all stakeholders are well-informed and engaged.
- **Client Interaction:** Act as the point of contact and communicate project status to all participants. Manage client relationships and expectations.
- **Team Support:** Provide support to the project team, addressing any issues or obstacles they may encounter.
- **Monitoring and Reporting:** Track project performance, specifically to analyze the successful completion of short and long-term goals. Create and maintain comprehensive project documentation.
- **Risk Management:** Perform risk management to minimize project risks. Resolve project execution issues and inform clients of actions taken.
- **Quality Assurance:** Ensure that all projects are delivered on-time, within scope, and within budget. Implement quality control procedures to maintain high standards.
- **Cost Management:** Manage project costs and stay within budget. Track material usage and time allocation to complete tasks for the project.
- **Billing and Follow-up:** Ensure accurate billing for services rendered and materials used. Follow up with clients after project completion to ensure satisfaction.

Required Qualifications. . .

- **Education:** Bachelor's degree in Business Administration, Project Management, or a related field.
- **Experience:** 2+ years of proven working experience in project coordination/management or a similar role, preferably within the IT industry. Experience in healthcare IT is a plus.
- **Certifications:** CAPM, PMP, Agile, or PRINCE2 certification is a plus.

- **Skills:**
 - Strong knowledge of project management methodologies and tools (e.g., ConnectWise, HALOPSA or MS Project, Jira, Trello).
 - Excellent communication and interpersonal skills.
 - Strong organizational and multitasking abilities.
 - Problem-solving skills and attention to detail.
 - Ability to work under pressure and meet tight deadlines.
- **Technical Proficiency:** Familiarity with IT systems and software relevant to project management.
- **Personal Attributes:** Proactive, adaptable, and collaborative, with a strong customer service orientation.

Note: *This list is not exhaustive, and additional duties may be required to fulfill the purpose of the job*

How to Apply . . .

If you are interested in this opportunity and believe you meet the qualifications to join our team, we invite you to apply through:

- our website at www.bluebirdinc.com or
- by sending your resume via email to jobs@bluebirdinc.com

Please indicate the position you are applying for in the subject line. We look forward to reviewing your application and potentially welcoming you to the BlueBird IT Solutions Inc. team!