

Job Posting: Project Manager

(MCSS.1861)

About Us

Mission Control is a space exploration and robotics company focused on mission operations, onboard autonomy and artificial intelligence. Mission Control specializes in software for operating robotic assets deployed in harsh and remote environments like Mars or the Moon, as well as here on Earth. Our technology improves the safety, efficiency, productivity, and scientific return of robotic missions. We believe in sustainable exploration and inspiring the next generation to always keep exploring.

Please visit our website to learn more about our team and ongoing projects:

<https://missioncontrolspaceservices.com>.

Mission Control has a clear vision: to be a workplace where a diverse and thoughtful mix of talented people want to learn and do their best work. Diversity and inclusion are priorities for our company, and we believe in creating a team that reflects these foundational principles.

About the Job

Mission Control is growing in Ottawa and searching for a brilliant Project Manager who will be responsible for managing a variety of space exploration and robotics projects, from inception through implementation. We'll count on you to develop project plans that meet client needs and align with company goals. You'll have opportunities to network with clients, vendors, and in-house subject matter experts.

As a Project Manager, you will be an important part of our team – a team of engineers, scientists, and space enthusiasts, who are passionate about being part of humanity's next bold steps in planetary and space exploration.

Tasks and Responsibilities

- Prepare project plans, including WBS, schedule, work package descriptions, risk management plans, subcontract management plans and budgets.
- Manage the execution of projects, including reporting, staffing, corrective action planning and controlling of the project to complete projects successfully on time and within budget and scope.
- Monitor and effectively communicate project progress, including milestone and deliverable progress. Regularly update project plans and communicate project progress to internal management stakeholders, in addition to external project stakeholders.
- Planning requirements with internal customers and moving projects through the entire project framework.
- Managing schedules, budgets, proactively identifying project risks and clearly communicating them to stakeholders. Risk Register management.
- Promoting customer-oriented business aptitude and technical design.
- Ability to bridge the gap between interdisciplinary teams, including project scientists and engineering team.

- Excellent communication skills to correspond with customers and project stakeholders, in addition to preparing and presenting to customers at project milestone reviews.

Skills and Experience

- Bachelor's degree in a relevant discipline of Engineering, or equivalent.
- Master's degree preferred.
- Minimum 5 years of work experience in a relevant technical field.
- Strong sense of personal accountability regarding decision-making.
- Experience supervising department teams.
- Experience working in a collaborative environment and promoting a teamwork mentality.
- Managerial experience applying analytical thinking.
- Ability to predict challenges and seek to proactively head-off obstacles.
- Excellent problem solving, time and cost management, and communication skills.
- Preference given to those with a Master's degree in Project Management or a Professional Project Management Certification.
- Agile scrum master experience.
- Experience with MS Project.
- Software focused project management experience is required; experience in hardware or service delivery is an asset.

Location

- Mission Control is located in Ottawa but may be open to remote work for this role.
- Some travel may be required.

What's in it for you?

- Be on the forefront of space exploration and the emerging commercial space industry.
- Work to solve problems with a team of intelligent, fun people!
- Health/Vision/Dental benefits included.
- Employee Stock Option plan for equity sharing.
- Flexible working hours.
- Work in a respectful and inclusive workplace. It is extremely important to us that all employees feel safe and supported at work.

How to Apply

Please send your application materials to hr@missioncontrolspaceservices.com. Include "Project Manager" in the subject line. Application materials include:

- Cover letter and resume as a single PDF (required).
- References, or other indications of exceptional past work (optional).
- As part of our commitment to an inclusive work environment, we accept and encourage anonymized resumes.

We will accept applications until the position is filled. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.