

WE ARE RECRUITING



If you are a GBM Student and want to be part of a new initiative where you will have the chance to **develop your soft skills, practice what you have learned** in your program, such as **project management, leadership skills, presentation skills** and still improve your **networking**, this position is for you!

[GBMSA](#) is a brand-new student association at Humber aimed to offer support and guidance to our associates. We are looking for an outstanding student to join us in this journey of construction. We are recruiting a **Project Manager** to be part of our team.

YOUR MAIN RESPONSIBILITIES WILL BE:

- Previous Project Management experience of at least 6 months
- Manage activities related to the assigned projects
- Manage and update important databases - CRM
- Prepare and present ppt files during meetings
- Manage and update associations' databases
- Work in projects with GBMSA partners
- Schedule and coordinate events and meetings
- Arrange catering for special events
- Arrange for outgoing e-mail as required
- Book meeting rooms
- Monthly updates of the KPIs panel
- Perform other duties, as assigned

OUR IDEAL CANDIDATE WILL HAVE:

- A degree, diploma, certificate or post grad being pursued at Humber College, mainly at the areas of Business or Project Management
- Excellent time management and organizational skills
- Problem solving and decision making skills
- Analytical capabilities plus ability to find answers and solutions efficiently
- Ability to work in a fast-paced environment
- Strong computer skills (MS Office)
- Team player spirit with excellent interpersonal and communication (both written and verbal) skills

YOU WILL DIFFERENTIATE YOURSELF IF YOU ALSO ARE:

- Well planned and highly organized
- Interest in project management
- Disciplined regarding schedule

Job type: Part-time, flexible schedule, volunteer.

If you are interested we encourage you to become a GBMSA member.

Even if you think that you don't fulfill all the job description, but still want to be part of this initiative, your resume will be very welcome!

To apply: send your resume to recruitment.humbergbmsa@gmail.com with the **name of the position** in the title of the e-mail and tell us how you can help our “start-up” association being our Project Manager.