

Portfolio Manager

Title:	Portfolio Manager
Location:	Calgary, Alberta
Travel Involved:	Minimal Travel Required
Job Type:	Staff or Contractor
Experience Level:	Senior (10+) years of relevant experience
Education:	Engineering degree or equivalent
Reporting To:	Vice President of Business Development
The Role:	The Portfolio Manager will be externally facing role reporting to the Vice President – Business Development. General responsibilities include developing the portfolios of assigned key customer relationships, and for all aspects of the customer relationship, including business development, service/solutions delivery and customer satisfaction.
Responsibilities:	Specific Duties: <ul style="list-style-type: none">• Developing client relationships to identify and secure project opportunities• Maximize business opportunities and profitability with current and potential clients• Identify key growth opportunities, develop proposal strategies• Identify business opportunities through market research, feedback information to inform the corporate strategy• Maintain a formal account strategy and a portfolio of key business growth opportunities utilizing all available resources• Provide ongoing account support through resolving client issues through project execution• Clearly demonstrate to the customer the company's culture of quality performance, business integrity, and commitment to safety• Collaborate with disciplines and Leadership Team to create strategies and initiatives designed to drive sales• Act as a liaison between the Keywest project team and clients to communicate upcoming proposals• Ensure prequalification of Keywest with existing and potential customers, to enable us to be in a position to bid for projects within our sphere of capabilities• Obtain feedback from clients to ensure client satisfaction regarding the Corporation's service/quality level, and other potential business opportunities



- Oversees the project proposal process for assigned accounts
- Maintenance of the Corporation's past project data for capturing future business development opportunities to also help predict performance on future projects
- Produce Weekly status reports, and quarterly client reports as required

Leadership:

- Provide Leadership Team with input regarding the development of the Keywest Business Plan / Strategic Plan
- Support the VP – Business Development in leading development of strategic planning and its implementation within designated area of responsibility
- Accountable for ensuring discipline operations are running smoothly and efficiently on projects
- Accountable for addressing issues or concerns within designated portfolio, with a focus upon professionalism, impartiality and a full understanding of the concerns
- Accountable for providing information and direction to employees and contractors within designated portfolio, with a focus upon communicating relevant and appropriate information to allow employees and contractors to be empowered to perform their position / role accountabilities / responsibilities
- Responsible for implementing change and acting as a change manager/agent
- Ongoing communication, collaboration with all other departments
- Guide, coach, motivate, and mentor employees and contractors, within designated departments
- Representing the company in client relationships and corporate functions

General Duties:

- Act as a partner in your development by identifying training opportunities and publications, periodicals or journals that contribute to the knowledge base of the organization
- Identify to management areas of improvement both personally and professionally that would be to the betterment of all
- Offer assistance to other projects and employees on an as needed basis

Qualifications: The qualified candidate will hold an Engineering degree or equivalent, and possess the following:

- 10+ years of relevant Business Development and industry experience
- Ability to organize, motivate and lead
- Possess excellent communication skills (written and verbal) coupled with strong computer, organizational and technical skills



- Able to manage multiple projects and deadlines in a fast-paced environment,
- Ability to interact effectively with all levels of the organization,
- Industry awareness pertaining to current trends and events.

What We Offer: Keywest believes in growing careers as a team through opportunity and success and offers fast paced and challenging work environment in an organization that values and encourages quality. We offer competitive remuneration, profit sharing plan and benefit packages along with development opportunities that align with individual career plans. We create an environment where people can capitalize on their strengths and develop additional capabilities.

We will contact only those applicants with whom we wish to arrange a follow-up interview.

No Agencies Please.

