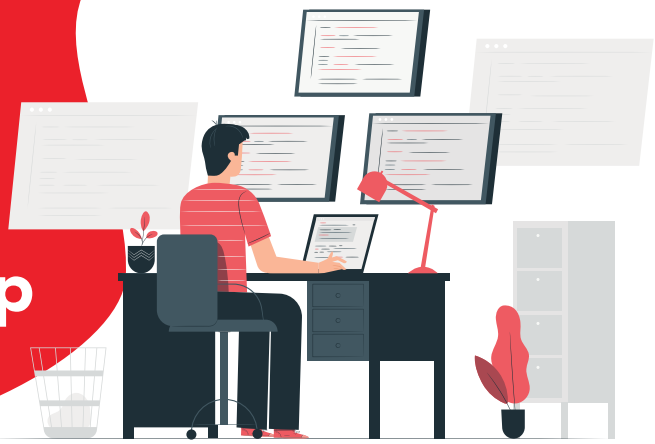
CENGN

# Join our team!

# Project Management Co-op



## The Opportunity

The **Project Management Co-op** will provide structured follow-up across active CENGN projects, turning project test plans and delivery activities into clear visibility of project execution progress. The student will work with our full-time Project Managers and project teams to understand what was planned, what has been completed, what is next, and where follow-up is required. This role is ideal for a student who enjoys working with data and equally are excited by the opportunity to work with and approach people, asking clarifying questions and taking ownership of coordination activities. The Project Management Co-op will work closely with Project Managers and gain exposure to cross-functional collaboration across our Customer Solutions, Business Development and Customer-facing delivery teams.

**Location:** Ottawa, working remotely from home with occasional in-person meetings

**Hourly Range:** $23/hr

**Use of AI in Hiring:** No, we do not use AI in screening/selection.

**Vacancy Status:** 8-12 month coop position, one new position

### *Key Responsibilities:*

- Provide coordination support in the review of project charters, test plans and schedules to establish the planned execution baseline
- Maintain a tracker showing planned tests and activities, completed work, remaining work and percentage complete
- Follow up with project teams on outstanding actions, dependencies and upcoming commitments
- Identify inconsistencies or missing execution information and work with the Project Manager or team responsible for clarification
- Prepare concise project progress information for review by cross-functional teams and stakeholders
- Shadow experienced Project Managers and progressively apply the same project management principles independently.

### *What You Will Learn*

- Hands-on exposure to project planning and execution control.
- Experience in stakeholder coordination.
- Cross-functional collaboration experience in a professional setting.
- Practical skills directly transferable to project management and operations roles.

***Qualifications:***

- Currently enrolled in Business, Engineering, Analytics, Project Management, or related program.
- Strong Microsoft 365 skills, with special consideration of Excel (formulas, structured tables, charting).
- Analytical mindset with strong attention to detail.
- Clear written and verbal communication skills.
- Organized, proactive, and comfortable working with structured data.

***Nice to have:***

- Familiarity with project management concepts.
- Exposure to dashboards or reporting tools.

Interested and qualified candidates are invited to apply here or forward their resume in confidence to CENGN by email to hr@cengn.ca. Please use Project Management – CO-OP as the subject line.

## The CENGN Advantage

### Career Development

An agile company in a modern setting where your ideas and opportunities for growth are nurtured and encouraged

### Canadian Innovation Support

Be part of an organization that drives innovation by providing Canadian start-ups and scaleups as well as tech students and professionals the ability to succeed

### Work Where You Work Best

Remote environment to suit your individual professional and personal needs

### Great People

The advantage of working with colleagues passionate about their contributions and united under the same mission

## CENGN-Canada's Centre of Excellence in Next Generation Networks

Our mission is to drive innovation and adoption of advanced networking technologies in Canada through our Living Labs and advanced networking infrastructure, technical expertise, talent development, and partner ecosystem, enabling the digital transformation and competitiveness of Canadian industry and the commercial growth of Canadian digital technology solutions.

With the digital transformation opportunity valued at over $200 billion in Canada, it is clear the new competitive landscape is being driven by digital innovation and the ability to integrate this technology across industries. Join our team, as we work with our ecosystem of technology, innovation, government, and academic partners to build Living Lab testing infrastructure and deliver services that accelerate the testing, validation, demonstration, commercialization and adoption of digital innovation across Canada.

***For more information, check out: https://www.cengn.ca***

**Follow us on LinkedIn for more CENGN Career Opportunities!**

**CENGN reserves the right to remove this posting prior to the application deadline. CENGN thanks all applicants for their interest; however, only those selected for an interview will be acknowledged. CENGN is an equal opportunity employer.**

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