



TD BANK

Implementation Project Manager

Health/Welfare Benefits Administration

South Portland, Maine (preferred)

The Implementation Program/Project Manager position exists within TD Bank's Employee Benefits business and provides benefits outsourcing services to large companies. TD Benefit Connection provides integrated benefits administration & services. Working independently, you will be responsible for the end to end facilitation, coordination, transition and management of complex programs across multiple benefit products including Health & Welfare and voluntary product lines.

Responsibilities:

- Lead multiple projects within the context of a program for the Employee Benefits practice to facilitate the cross product / cross project / cross functional team to develop and implement solutions to address our clients' benefit plans' requirements.
- Take an integrated approach to solutions, keeping in mind coordination with other product lines and ensure transition to Operations is smooth and successful.
- Coordinate with internal business partners/groups to ensure staffing, approach, content and schedules are consistent.
- Communicate status and resolve issues relating to the program as they impact teams regarding deliverables, time lines, and standard services.
- Monitor, track, and report program and project status/progress and escalate program issues as appropriate to Senior Management.
- Manage program costs by monitoring each projects' scope (via the change control process), meeting established timelines, managing expenses and delivering solutions within the standards of the agreed upon Service Model.
- Assure the quality of the program deliverables by ensuring appropriate reviews take place at the project level and controls are maintained.
- Manage project managers' and project associates' efforts in the development and validation of all program deliverables, including overall Configuration design and development.

Qualifications:

- BA degree in Business, Computer Science, Management Information Systems, or equivalent experience. Advanced degree is a plus.
- 5 - 7 years related program / project management experience required.
- PMP Certification required.
- Able to manage across multiple geographical locations, products and functions within a matrixed environment.
- Expert level experience and skill in program and project management including hands-on experience in resource planning and scheduling, and planning and managing tasks.
- Working knowledge of health and welfare plans a plus.
- Experience in the implementation of benefit administration systems and processes.
- Excellent communication and interpersonal skills with strong results orientation.

- Strong facilitation and influencing skills.

Search and Apply on-line:

<http://tdbank.com/careers/careers.html>

[Project Manager H&W Benefits ME](#)

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