Job Posting

Project Manager – Montreal **Full-Time**

About Avera

At Avera, our people are the foundation of every client experience we deliver. The Project Manager plays a critical role in supporting our continued growth and ensuring we maintain high standards our client expect.

A key member of the production team, the Project Manager is responsible for planning, coordinating, and delivering the event projects assigned to them. They act as the main point of contact for clients, ensuring that timelines, budgets, and the company's quality standards are met. Through their strong organizational and collaborative skills, they deliver an outstanding client experience.

Qualified and interested applicants are encouraged to apply with their resume to:
rh@averaav.ca

What You'll Lead

- In collaboration with the account manager, analyze client needs, timelines, budgets, and resources required to deliver projects;
- Coordinate with internal departments (technical, logistics, production) to ensure effective planning;
- Prepare and communicate project documents (contracts, technical plans).
- Coordinate technical and logistics teams on site to ensure flawless event execution;
- Manage unforeseen issues and quickly resolve operational problems as they arise;
- Ensure compliance with quality and safety standards and agreed-upon deadlines;
- In collaboration with the coordinators, oversee and manage the subcontractors and suppliers involved in project delivery;
- Provide regular updates on project progress;
- Manage post-project feedback and identify continuous improvement opportunities;
- Collaborate with the account manager to finalize invoicing;
- Perform all other related duties.

Job Requirements

- Minimum of 5 years of experience in a similar role in the audiovisual or events industry;

- Proficiency with project management software (e.g., MS Project, Microsoft 365 Suite);
- Bilingual in French and English with strong written and verbal communication skills in both languages.

Why Join Avera?

At Avera, you'll be part of a people-first culture that values growth, supports career development, and empowers our teams to make a local impact while contributing to a national organization. Our culture is built on three core values:

- Integrity – We do what we say. We build trust through reliability, honesty, and keeping our commitments to clients and one another.
- Authenticity – We show up as ourselves. We value diverse perspectives and create an environment where people can thrive through teamwork and as their true selves.
- Accountability – We own our results. We take pride in our work, support one another, and are empowered to make a meaningful impact every day.