



Job Posting **PROJECT MANAGER, FLEET & OPERATIONS**

WHO WE ARE

Modo is about transforming communities by connecting people with places in a way that's affordable, convenient, inclusive and sustainable. We are a pioneer in the carshare sector. In fact, we were the first to open shop in Vancouver and Victoria back in 1997. Modo has remained the only member-owned carshare co-operative – driven by people – and fueled by our desire to create more livable communities by reducing our collective dependency on car ownership. Our promise is to provide exceptional value, convenience, choice and an enjoyable carsharing experience. Modo's employees take pride in being part of an inclusive, passionate, and growing team. For more information on Modo, please visit our website at www.modo.coop.

WHAT OUR PROJECT MANAGER WILL DO

You will project manage a variety of special and recurring projects at Modo, in addition to managing the acquisition and divestment of our fleet vehicles. You will become intimately involved with all aspects of our growing business, especially with our Fleet, and have the opportunity to identify process improvements. On special projects, you will report to our CEO and ensure all aspects of a project are accounted for, including getting your hands dirty from time to time. When managing recurring projects and fleet acquisitions and divestments, you will report to our Director of Finance. The skills and qualifications we are looking for include, but are not limited to, the following:

- A minimum of 5 years of experience in project management, with a focus on projects ranging in budget from \$500,000 to \$2M;
- Previous experience with preparing and reviewing contracts and RFPs, an asset
- Degree or diploma in applicable area
- A valid Class 5 driver's license with at least three years of driving history and a clean driver's abstract

THE ATTRIBUTES WE ARE LOOKING FOR

Our business is built on exceptional member service. We set the bar high with our standards of service and strive to exceed member expectations. To excel in this position, you need to be prepared to deliver outstanding service by having:

- Exceptional communication skills – verbal and written
- Demonstrated ability to plan, coordinate, oversee, and execute on projects
- Exceptional organizational skills and the ability to multi-task and work under pressure
- The utmost of professionalism and attention to detail
- Strong personal initiative and willingness to get involved
- The ability to lead, delegate, and work effectively in a team environment
- A passion for cars, driving, mechanics, and everything in between
- Basic knowledge of Metro Vancouver geography



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WHAT WE OFFER OUR EMPLOYEES

Modo attracts and retains the best. There is room to move and opportunity to grow in an exciting and evolving sector. We are a fun and friendly company with a personable and professional member service offering. If you like working with a successful team and representing a longstanding, recognized and well-respected brand, this job would be perfect for you. We have plans for growth and maximizing member service and want the right people to grow with us. We offer a one-to-one training program and a supportive team who are committed to your success. We offer a competitive wage based on experience, with eligibility for medical and dental benefits, vacation pay and statutory holiday pay. We also offer a company car to be used on the job and reimbursement for smartphone usage.

HOW TO APPLY

Please submit your resume and cover letter in PDF format to jobs@modo.coop. Only applicants providing a strong cover letter and resume in the correct format will be considered. Due to the anticipated volume of applications, only those selected for interviews will be contacted. We thank you for your application and appreciate your interest in Modo.