



Skilled, knowledgeable people are critical to the success of the CSI group of companies. There are career opportunities both within and across our group of companies. In support of your continuing career development and growth, we would like to bring to your attention the employment opportunities available within your own company and those currently available across all of the CSI group of companies

Should you be interested in investigating these opportunities, please follow the instructions outlined in each job ad OR if you know of a potential candidate, please promote the opportunity

Intra-Company Application Process:

Ideally all employees should feel confident in their ability to have an open and candid discussion with their immediate Manager about career interests and career plans

However, in recognition that not all employees may have this rapport with their Manager, our intra-company application process will, as a first step, ensure that employees have the opportunity to investigate career opportunities with assurance that their initial interest will be held in strict confidence. Consequently, the following application process has been established:

1. If you are interested in an opportunity at one of the CSI group of companies, please contact the individual listed in the Company job ad. They can provide you with details about the opportunity and will do a preliminary assessment as to your suitability for the position
2. Should both you and the Company wish to proceed further, you will go through the initial interview process
3. After this initial interview if there is interest by both you and the Company to move forward, you will be required to communicate your interest in this opportunity with your current Manager. Human Resources will also be made aware of your interest and will make available to the hiring Company performance related and other reference material

Again, if required, confidentiality at the onset will allow you to investigate options across the CSI group of companies. However, once mutual interest is established, you will need to speak to your Manager before the interview process continues. We believe that it is important that you initiate an open discussion with your current Manager about your career interests and permit him / her to understand and respond to this interest



**IMPLEMENTATION MANAGER – Accounting and Production
Constellation HomeBuilder Systems
REMOTE**

THE COMPANY

Constellation HomeBuilder Systems (CHS) is the leading software vendor exclusively focused on the homebuilding industry. Our comprehensive suite of homebuilding software solutions ranges from production and accounting, new home sales and marketing, home warranty and service and homebuilder website solutions. It is North America's fastest growing and most successful provider of fully integrated information management solutions for homebuilders. Our team is composed of experienced and motivated self-starters who enjoy the thrill of working in a fast-paced environment.

Our parent company is Constellation Software Inc. (CSI), a well-capitalized, publicly traded Canadian software company that specializes in vertical market software (www.csisoftware.com). The CSI group of companies is a leading developer of technology solutions for vertical markets globally. We are a publicly traded company on the Toronto Stock Exchange (TSX symbol is CSU). We offer the benefit of working with a medium sized company while enjoying the support and opportunity of being part of a large organization.

THE POSITION

This position is to select an Implementation Manager who will be a FAST Subject Matter Expert who will be responsible for conducting Training on all aspects of the FAST modules for the FAST system, including FAST Web, FAST Sales and FAST Design Studio Manager. The Implementation Manager is expected to deliver Training on Master Files, Production and Accounting as well as process Training to the client's Team Leaders and end users, within the Estimated hours agreed by the Customer. Additional tasks include Business Process Reviews, Vendor Seminars, Product Demo's and User Conference presentations. These tasks must be managed in a professional manner to ensure the achievement of customer satisfaction and departmental revenue targets.

JOB RESPONSIBILITIES

- Coordinate with the Director of Professional Services and the Project Manager to schedule and deliver Training
- Conduct end-user training as needed by the company's client base
- Make best efforts to ensure a successful implementation
- Strong ability to manage tasks, with excellent organizational and communication skills
- Develop a close working relationship with each customer's Team Leaders and Team Members to ensure project timelines and deliverables are on track

- Provide feedback to the Director of Professional Services to improve the overall implementation process. Additionally, keep the Director of Professional Services updated on any critical issues
- Develop and document procedures resulting in repeatable processes which improve the success of the overall implementation
- Work with the designated Project Manager to resolve any issues and / or delays to reduce the impact on the client and ensure a timely implementation
- Pro-actively manage the training backlog to ensure the achievement of personal and departmental revenue goals.
- Contact existing clients and encourage them to schedule additional Training to ensure that all Departments for all Customers are maximizing utilization of the FAST system
- Participate and present break-out Training sessions at the Annual Customer Conference

JOB QUALIFICATIONS

- Bachelor's Degree and / or Accounting Degree preferred
- Strong problem-solving skills. Must be able to analyze information to make independent decisions quickly and effectively
- Excellent oral and written communication skills
- Ability to work in a Team environment
- Must be able to work remotely in a professional environment
- Ability to work on multiple tasks within a defined timeline
- 2-5 years of experience in a Professional Services or Support desk role
- Previous Accounting and Production experience in the homebuilder industry preferred
- Excellent organizational, time management and customer service skills
- Must be willing to travel
- Experience on the FAST system is a plus

To apply for this position, submit a resume to Human Resources at:

Dan Yates - dan.yates@csiperseus.com

For job related inquiries, please e-mail Boni Scott, Director of Professional Services at bscott@constellationhb.com

Please feel free to browse our website for further information at www.constellationhb.com

"An Equal Opportunity Employer"