



PROJECT MANAGER

Location: 51 Galaxy Boulevard, Toronto (near Pearson Airport)

Send resume to: derek@flashreproductions.com

Responsibilities:

Your primary responsibilities are to ensure all manufacturing is performed as outlined in the client purchase order in compliance with the estimated costs to deliver products on time, on budget and within accepted quality standards.

Project Management

- Facilitate production of projects generated by Account reps, house accounts and walk-in clientele
- Liaise with Account reps to gain detailed understanding of projects, taking on post-sale production ownership beginning at docket stage
- Coordinate shipment of proofs to customer and follow up to ensure their return
- Review and deconstruct estimates prior to initiating dockets to ensure proper stock and supply orders are generated
- Generate and submit all dockets, making every effort to produce projects in accordance with estimated specifications and costs to ensure accuracy and profitability
- Co-ordinate and schedule outside services along with the post-press manager
- Create and send purchase orders to outside vendors (except stock) ensuring costs match those found on estimate
- Monitor aging dates in scheduling system, providing timely feedback to relevant parties to ensure project stays on track
- Proactively advise sales reps in advance if dates will not be met so they can relay information to customers / make alternate plans
- Organize dockets for final invoicing, including details of additional charges, freight and outside services
- Increase profitability by identifying and instituting supply & supplier efficiencies
- Assist Flash's growth through superior customer experience / service