



Job Description - Project Manager

For over three decades, PCL Graphics has been at the forefront of the digital custom graphics printing industry. Our team is equipped with innovative and ambitious minds, full of new ideas. We love to challenge the status quo on a daily basis.

PCL Graphics Ltd. is currently looking for an energetic, highly organized Project Manager who is self-driven, reliable and has an exceptional eye for detail along with a passion for delivering exceptional customer service and who is willing to grow with the team.

As a key member of the PCL Graphics team, the **Project Manager** will be responsible for providing excellent customer service and support to our clients while managing all aspects of the project from inception to delivery in a manner that contributes to the achievement of PCL Graphics objectives.

Responsibilities of the Project Manager are:

- Collaborate with Sales in orders to assist with new and repeat business; this may include providing marketing material(s) for viewing
- Manage projects through all departments; prepress, printing, finishing, shipping in order to accomplish customers goals within constraints such as time and cost without compromising quality
- Interact with the purchasing department to ensure the correct materials are ordered
- Connect with the customer on a regular basis to provide project follow-ups
- Finalize work orders with all required documentation and transfer to finance for invoicing
- Identify potential uncertainties and developed contingency plans as required
- Record and monitor project issues from discovery through resolution such as product concerns, missed deadlines and cost overruns
- Maintain timely communication with all project team members in-house; including customers and external vendors

Education/Experience:

Post-secondary degree, diploma, certificate or equivalent working experience along with 1-3 years' project management experience; preferably in a printing/graphics company or manufacturing environment.

PCL Graphics Ltd. has policies and practices that provide workplace accommodations. If you require accommodation, please let us know and we will work with you to meet your needs.

Job Type: Full-time

Location: Markham, Ontario

Salary: \$50,000 - \$55,000

Please contact: christina@pclgraphics.com