



TC Paris – HIRING!

April 16, 2025

Project Manager - Position Summary:

Due to upcoming growth, we are seeking **TWO Project Managers with Manufacturing and/or Retail Project Management experience**. Reporting to the Manager of Client Service, the Project Manager will manage the execution of agreed Project Plans for existing clients with custom projects, and new client initiatives.

The Project Manager receives overall direction and closely collaborates with Account Managers and Sales, interacting internally with Production Managers and departments across the company and externally with client representatives.

POSITION: Project Manager
SHIFT: Onsite - Monday to Fridays 8:00 a.m. to 4:30 p.m.
LOCATION: Paris, Ontario
REPORTS TO: Manager, Client Services

Principal Responsibilities:

- Understand the project brief and plan including the desired outcome and timeline, whilst collaborating with Sales/Account Managers
- Monitor the progress of the project plan daily, identifying and mitigating potential risks
- Assess project costs versus budgeted costs; resolve discrepancies where required
- Ensure documentation and other materials (e.g. finish samples, etc.) are prepared, approved and available to the required departments for production
- Develop relationships with clients, whilst managing expectations, preparing, and delivering updates
- Collaborate with Production Managers daily on individual work order progress through pre-production, production, inspection, shipment and installation
- Champion the project from approval to final invoicing completion among all departments

Requirements for the PM Position:

- Project management experience in a custom manufacturing and/or retail operations environment is an asset
- Intermediate proficiency in Microsoft Office – Excel, Word, PowerPoint, Outlook
- Familiarity with ERP systems (PACE a BONUS!)
- **Experience/background in print and fabrication is an asset!**
- Ability to solve challenges and thrive in challenging situations
- Working towards your PMP is an asset
- Work under pressure, meeting deadlines and possess a sense of urgency

More About Us:

TC Transcontinental Printing, the Printing Sector of TC Transcontinental (TSX: TCL.A TCL.B), is the largest printer in Canada and one of the largest in North America. This sector has over 4,300 employees and possesses a network of 16 state-of-the-art plants.

TC Transcontinental Printing provides an integrated service offering for retailers, including premedia services, flyer and in-store marketing product printing. This sector also offers an array of innovative print solutions for newspapers, magazines, 4-colour books and personalized and mass marketing products. BGI Retail is a full-service experience partner. With more than 30 years serving leading North American retailers and brands, our in-house services include design, manufacturing, and installation of retail store environments.

We are in Paris, ON, off Highway 403, 10 minutes from downtown Brantford. Easy access from Hamilton, Stoney Creek, Burlington, Cambridge, Kitchener-Waterloo, and Woodstock.

Application Instructions:

If you are interested, please send your resume profile and covering letter by email to **Julie Fedele @ julie.fedele@tc.tc** no later than April 30, 2025.

TC Transcontinental is committed to diversity and inclusivity in our employment practices. We promote the independence, dignity, integration, and equality of opportunity with persons with disabilities by ensuring the accessibility of our facilities and services.

Accommodations, including alternative formats, will be made available for all parts of the recruitment and selection process. For more information or to request an accommodation please contact Julie Fedele at Julie.fedele@tc.tc

Join a culture of excellence and a team of curiosity - do not delay; apply today!