



Project Manager (Full-time and contract positions available)

Craib Design & Communications is an industry-leading design and communications agency specializing in Investor Relations (IR) and Sustainability Reporting (SR). Since 1972, we've partnered with North America's most notable companies to deliver exceptional creative and strategic communications.

We're currently seeking experienced Project Managers to join our team. If you're energized by tight timelines, multi-faceted projects, and high-end corporate design work, this may be the role for you. Working in a hybrid role from home and in our downtown Toronto studio. So, you'll need to be comfortable collaborating both virtually and in-person with our talented team of designers, strategists, and production team.

What You'll Do:

As our new PM, you'll be responsible for planning and executing a range of corporate communications projects—everything from annual and sustainability reports to websites, brochures, and microsites. You'll keep projects running smoothly, on time, on spec, and on budget—while delivering beyond expectations.

Key responsibilities include:

- Coordinating internal and external teams on day-to-day project activity
- Scoping projects, building schedules, estimating costs, and managing resources
- Managing dockets and overseeing quality control
- Interpreting client briefs and preparing project documentation
- Ensuring client changes are received, tracked, and implemented correctly
- Keeping teams informed of scope changes and updating plans accordingly
- Maintaining clear, professional, and proactive communication at all times

Who Are You:

You're detail-oriented, calm under pressure, and naturally organized. You thrive in fast-paced environments, juggle multiple deadlines with grace, and roll up your sleeves to help get the job done.

We're looking for someone who:

- Has 5+ years of project or production management experience in a design or brand agency
- PMP Certification
- Possesses excellent communication skills—written and verbal
- Is proficient with Adobe Creative Cloud, Microsoft Office, Teamwork (or similar PM software), Slack/Teams, Google Docs, BugHerd, and FileMaker
- Can build and manage schedules, budgets, and scope documents with ease
- Brings strong quality control chops—version control, editing, proofing
- Has a solid understanding of print and digital production processes
- Thrives under tight deadlines and is flexible to work overtime when needed



Project Manager (continued)

What We Offer

- A chance to work with a passionate and creative team
- A competitive salary commensurate with experience
- Studio culture that values commitment to high standards and work-life balance
(Core hours are 9–5, but overtime may be required during the reporting season)
- Three weeks of holiday per year (2 weeks + studio holiday closures)

How to Apply

Interested? We'd love to hear from you.

Please send your cover letter and résumé to careers@craib.com with the subject line:
Project Manager Application – [Your Name]

Deadline to apply: August 30, 2025

Only qualified candidates selected for interviews will be contacted. No agencies, please.