



Position Title	ISM Project Manager (II)	Department	ISM
Business Unit Location	TC Aurora	Job Type	Contract –6 months
Job Summary	Reporting to Client Services Supervisor, the Project Manager will function as a key liaison between the Client and Manufacturing. The Project Manager is responsible for the coordination of all campaigns and projects through client briefing & campaign development, quoting, planning & production, kitting & shipping.		
Job Responsibilities	<ul style="list-style-type: none"> • Manage Promotional and Core in-store signage programs for medium-large scale projects; • Facilitate client briefings to receive and clarify project briefs; • Produce project estimates, including spec gathering & testing, and addition to client specific Rate Cards for new items; • Develop all campaigns based on briefed requirements (build of distribution lists using query-based database tool, generation of production and kitting reports, and maintenance of associated inventory); • Create, review and distribute production documents as required and prioritize scheduling to ensure requirements are met; • Act as a liaison between Production, Kitting, Shipping, and Outside Suppliers being the key contact on a daily basis for all production issues; • Works under moderate supervision of a team lead or supervisor; • Manages medium dollar value clients • Maintain campaign database with internal technology team (including addition of new query rules and modifications); • Maintain customer specific store/location profiles with attribute information; • Facilitate briefings to internal teams and Customer Contact Centre for new projects; • Ensure proper management of client creative assets and physical inventory; • Maintain invoicing for all projects, including capture of all additional billable charges; • Facilitate all scheduled and ad-hoc reports required by client, including inventory, ordering, invoicing and KPIs; • Engage planning team on all out of scope, large or rush projects to ensure manufacturing capacity & job scheduling/planning with the assistance of a team lead or supervisor; • Engage innovation team for all special projects, and facilitate innovation projects through production; • Prioritize workload when faced with multiple requests and changing business dynamics; • Handling difficult customer issues in a manner that will ensure continuation of a long-term relationship with the assistance of a team lead or supervisor; • Work as part of a team, follow and adhere to Transcontinental's code of ethics and participate in the Continuous Improvement efforts; 		



	<ul style="list-style-type: none"> Fully understand and adhere to all relevant Environmental, Health and Safety, Human Resources, Quality, Security and Company policies and procedures; Work in compliance with the Occupational Health & Safety Act of Ontario, the Workplace Safety Insurance Act and all other applicable legislated, environmental, health & safety regulations. Additional duties as assigned
Qualifications	<ul style="list-style-type: none"> Post-secondary education in a related field, preferably Graphic Communications; A minimum of three (3) years of related work experience in digital print production and account services preferred; Knowledge of in-store marketing execution and digital print process and substrates; Knowledge of inventory management systems, kitting/distribution processes & creative workflows; Strong skills in PC-based software applications, particularly Word and Excel Superior oral and written communications skills and organizational skills Ability to work in a fast-paced environment, handling multiple jobs simultaneously & managing prioritization of issues on a daily basis.
Reporting Hierarchy	<p>Reports to:</p> <ul style="list-style-type: none"> Client Service Supervisor
How to apply	<p>Please send your resume to Amandeep Kaur at Amandeep.kaur@tc.tc</p>