

PRINT PRODUCTION MANAGER

We are JAM CRM, an award-winning, game-changing, forward-thinking, CRM agency tucked away in trendy Liberty Village. We have a current opening for a Print Production Manager to join our team of over 150 1:1 communication experts, who are dedicated to creating incredible work, making our clients proud, and smashing personal and professional goals along the way. With our creativity, outstanding culture, and cool technology we may just be the best kept marketing secret in Canada.

Responsibilities

- Liaising with the creative, account and digital teams to ensure that projects are running smoothly, on time and on budget
- Communicating with vendor partners to maintain production deliverables
- Work with internal stakeholders, including developers on XMPie projects from start to finish
- Creating job specifications, timelines and estimates for all programs
- Fostering positive internal and external relationships

Desired skills & experience

- Problem solver/resourceful/analytical
- Detail-oriented and organized with good time management skills
- Display flexibility and ability to handle tight timelines
- Excellent written and oral communication skills
- Nice to have:
 - Experience working with XMPie
 - Experience with uPlan/uProduce software
 - Advertising/Marketing agency experience
 - Vendor-side experience

Optimal traits

- Proactive approach to project management
- A team player – a positive attitude takes you places
- Eager to question things – there is opportunity in questions
- Accountable, even when that means highlighting a mistake
- Eager to make those around you better
- Always up for a challenge

JAM CRM is an equal opportunity employer committed to creating and maintaining an inclusive and accessible workplace. If you need assistance or require any accommodations during the interview process, please let us know at careers@jamcrm.com.