

## Job Description

### Project Manager & Estimator

**Start date:** Immediate

**Location:** Scarborough Office/Hybrid

### Who we are

For 50 years, Promag has been a trusted leader in retail display manufacturing, helping our partners meet their retail merchandising objectives.

What sets us apart is our people. We're a collaborative, team-oriented group that supports each other, shares knowledge, and takes pride in delivering great work together. If you're looking for a place to grow, accelerate your expertise, and build a fulfilling career, we're committed to fast-tracking your development and helping you get there.

### Overview

Reporting to the Manager, Client Services, the **Project Manager & Estimator** leads the end-to-end delivery of point-of-purchase displays and promotional packaging programs. You'll manage projects from quoting through to production and delivery, ensuring they are completed on time, on budget, and to client expectations.

This role is both **client-facing and operational**, requiring strong project management, costing expertise, and cross-functional collaboration. You'll work closely with internal teams and external partners to deliver high-quality solutions while maintaining strong client relationships.

At Promag, we embrace a growth mindset. The responsibilities outlined below represent a starting point. As you progress, you'll continue to expand your expertise and effectiveness, with your development goals evolving accordingly.

### How you'll contribute

#### Project Management

- Own and manage projects from quote to delivery
- Define project scope, timelines, and deliverables with internal teams
- Coordinate design, production, suppliers, and logistics to ensure execution
- Proactively identify risks, solve problems, and keep projects on track
- Act as the primary point of contact for clients, providing clear updates and guidance

## Estimating & Costing

- Prepare accurate and competitive project estimates
- Source and negotiate pricing with supplier partners
- Balance cost efficiency with quality and client expectations
- Support pricing strategy to ensure profitability

## Collaboration & Communication

- Work cross-functionally with Sales, Design, Production, and external suppliers
- Lead project meetings and ensure alignment across stakeholders
- Build strong relationships with clients and partners
- Support sales initiatives, presentations, and reporting as needed

## Continuous Improvement

- Identify opportunities to improve processes, efficiency, and outcomes
- Stay informed on industry trends, materials, and production methods
- Uphold company quality standards and best practices

## What you need

- 2+ years of experience in packaging, print, POP displays, or retail merchandising
- Strong project management and organizational skills
- Experience with estimating, costing, or procurement is an asset
- Ability to manage multiple priorities in a fast-paced environment
- Proactive, solutions-oriented mindset with strong accountability
- Excellent communication and relationship-building skills
- Strong analytical skills and attention to detail
- You always demonstrate honesty, integrity, and strong ethics
- You work effectively within the team, leaders/owners and across organizational boundaries as needed to accomplish your goals
- Proficiency in Microsoft Office (especially Excel and Word)
- Post-secondary education is an asset
- Self-directed, strong work ethic, curious, positive disposition and a “can do” attitude

## What we value

Our values serve as a compass for our actions and describe how we behave in the world:

- **Trust:** We work hard to build trust with our clients, community and partners
- **Caring for people and planet:** We nurture humanity and our environment

- **Be Bold:** Entrepreneurs at heart, we know when to take risks, celebrate triumphs and failures (so we can learn from them), face our fears and we are always curious about everything!
- **Creativity:** Our creativity makes us stand out from the crowd
- **Customer commitment:** We prioritize giving our customers the best experience possible
- **Growth mindset:** We believe that by working hard, we can constantly improve
- **Quality & Integrity:** Clients trust us to safeguard their products and deliver their projects on time and as ordered through strict standards and integrity in everything we do
- **Teamwork:** We achieve more together than individually

## Compensation

- Full-time, permanent position
- Hybrid work model available following the training and probationary period (initial onboarding conducted in-office)
- Group benefits and vacation eligibility following completion of the probationary period

## Ready to build an exciting career?

- Send your cover letter and resume to [talent@promag.ca](mailto:talent@promag.ca)
- Deadline: May 15, 2026