



## ***Intermediate Project Manager - Production***

**Location:** GTA

**Full-time Employment**

### **Job Description:**

The **Project Manager – Production (Intermediate)** is responsible for managing complex production jobs from order turnover through final delivery. This role plans, schedules, and executes production workflows while proactively identifying risks, recommending solutions, and supporting margin protection.

This position works closely with Creative, Structural Design, Operations, and Logistics, coordinating internal and outsourced work, resolving production challenges, and ensuring all documentation, schedules, and financials are accurate and current.

Success in this role is measured by on-time delivery, production accuracy, low variance to estimate, and disciplined workflow execution.

### **Key Responsibilities:**

- Own and coordinate assigned production jobs - including multi-component and multi-vendor programs.
- Plan and manage production schedules, capacity conflicts, and reschedules with minimal escalation.
- Produce detailed, accurate purchase orders and execute internal work orders.
- Recommend production approaches, materials, and running strategies where appropriate.
- Review artwork, BOMs, specs, and die lines to ensure feasibility and alignment with estimate.
- Monitor production quality, proofs, prototypes, samples, and final outputs.
- Participate in supplier approvals and manage outsourced partners for quality and timing.
- Track costs and explain variances against estimate; recommend corrective actions.
- Maintain accurate production documentation, dockets, notes, and job histories.
- Support continuous improvement through better checklists, templates, and workflows.
- Ensure PODs, documentation, and invoice details are accurate and completed on time.

### **Qualifications:**

- Post-Secondary Education
- 3-5 years' experience production or coordination experience
- Demonstrated ability to manage multiple jobs independently.
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Strong attention to detail
- Strong organizational skills
- Excellent computer operation skills
- Willingness to learn, ask questions and follow structured workflows.
- Proficiency with Microsoft Office, Google suite (Creative Suite is an asset)

**Salary:** \$70,000 - \$90,000

**Application Deadline:** February 6, 2026

**Please contact:** [hr@godinproductions.com](mailto:hr@godinproductions.com)