



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 client's 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

- Manage the production of multiple direct mail, print and digital projects from concept to launch
- 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

Salary range: \$70,000-\$95,000

If this sounds like something you're interested in, please apply by February 20, to careers@jamcrm.com, with the subject line "Print Production Manager application".

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.