



Junior Project Manager - Account

Location: GTA

Full-time Employment

Job Description:

The **Project Manager – Accounts (Junior)** supports the Account team in the accurate and timely execution of client projects from initial request through production and delivery. This role focuses on learning disciplined project coordination, maintaining accurate information, and supporting client communication under the guidance of senior team members.

The Junior PM ensures that project details, estimates, approvals, and documentation are complete, accurate, and properly entered in our company systems before and during production. This role escalates risks early and builds the foundational skills required to manage client programs independently over time.

Key Responsibilities:

- Support the Account team by assisting in incoming client requests and clarifying client communications.
- Assist in clarifying scope, specifications, timelines, and deliverables.
- Support on information accuracy.
- Acts as a liaison between the Account Team and Production Departments.
- Coordinate internally with Creative, Structural Design, and Production teams to ensure information accuracy.
- Coordinate and support estimating, revisions, and change tracking under guidance.
- Enter and maintain accurate project data, schedules, and documentation.
- Assist in managing project timelines, schedules, budgets, and change tracking.
- Track approvals, samples, proofs, and required client signoffs.
- Initiate purchase orders and coordinate assigned orders through production, delivery and completion.
- Monitor assigned jobs and flag risks, gaps, or delays early.
- Monitor order quality, accuracy, timelines, and financial integrity to ensure customer commitments are met.
- Ensure all documentation, PODs, and invoicing requirements are completed accurately and on time
- Participate in training, shadowing, and process learning activities.

Qualifications:

- Post-Secondary Education
- 1-3 years project coordination, account support, or related experience
- Strong attention to detail and organization
- Clear written and verbal communication skills
- Excellent interpersonal skills
- Excellent organization skills
- Excellent computer operation skills
- Willingness to learn, ask questions, and follow structured workflows
- Proficiency in Microsoft Office and Google Suite (Creative Suite an asset)

Salary: \$50,000 - \$70,000

Apply by email: hr@godinproductions.com

Application Deadline: Jul 30th, 2026

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