



Project Manager - Account

Location: GTA

Full-time Employment

Job Description:

The **Project Manager – Accounts (Intermediate)** owns the day-to-day execution of client projects from initial request through production and delivery. This role serves as the primary point of contact for assigned clients and programs, managing scope, timelines, estimates, revisions, and change orders with increasing independence and confidence.

The Intermediate PM translates client needs into clear, executable project scope, balances client expectations with internal capabilities, and enforces process discipline to protect timelines and margins. This role collaborates closely with Creative, Structural Design, Production, and Logistics teams to ensure clean turnovers and successful execution.

Success in this role is measured by client satisfaction, scope control, clean turnovers to production, and financial accuracy.

Key Responsibilities:

- Own incoming client requests and serve as primary day-to-day client contact for assigned accounts.
- Define and manage project scope, timelines, budgets, estimates, and change orders.
- Translate client direction into clear, actionable briefs and documentation.
- Push back on unclear scope, unrealistic timelines, or unapproved changes.
- Act as the liaison between Accounts and Production on a job-by-job basis.
- Coordinate estimating and revisions, ensuring pricing reflects approved scope.
- Contribute to estimating when required
- Owns the management of project timelines, schedules, budgets, and change tracking.
- Own and coordinate assigned orders through production, delivery and completion.
- Initiate purchase orders and ensure project documentation is complete and accurate.
- Monitor job progress, financial integrity, and client commitments.
- Work closely with Creative and Structural Design teams to manage revisions, prototyping, scheduling, and workflow.
- Ensure all documentation, PODs, and invoicing requirements are completed accurately and on time
- Support and mentor Junior PMs as needed.

Qualifications:

- Post-Secondary Education
- 3+ years of project management or account-facing experience
- Proven ability to manage client communication independently
- Strong understanding of scope, estimating, and change management
- Excellent organizational, communication, and problem-solving skills
- Excellent interpersonal skills
- Excellent organizational skills
- Excellent computer operation skills
- Proficiency in Microsoft Office and Google Suite (Creative Suite an asset)

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

Apply by email: hr@godinproductions.com

Application Deadline: Jul 30th, 2026

35 Mobile Dr. North York, ON M4A 2P6
godinproductions.com
416 447 7963