



Position Title	ISM Project Manager	Department	ISM
Business Unit Location	TC Aurora	Job Type	Full-Time
Job Summary	Reporting to Client Services Supervisor, the Project Manager will function as a key liaison between the Client and Manufacturing. The Project Manager is responsible for the coordination of all campaigns and projects through client briefing & campaign development, quoting, planning & production, kitting & shipping. This position will work out of the Aurora location.		
Job Responsibilities	• Manage Promotional and Core in-store signage programs for small-medium scale projects; • Facilitate client briefings to receive and clarify project briefs; • Produce project estimates, including spec gathering & testing, and addition to client specific Rate Cards for new items; • Create, review and distribute production documents as required and prioritize scheduling to ensure requirements are met; • Act as a liaison between Production, Kitting, Shipping, and Outside Suppliers being the key contact on a daily basis for all production issues; • Works under close supervision of a team lead or supervisor; • Manages small dollar value clients • Maintain customer specific store/location profiles with attribute information; • Ensure proper management of client creative assets and physical inventory; • Maintain invoicing for all projects, including capture of all additional billable charges; • Facilitate all scheduled and ad-hoc reports required by client, including inventory, ordering, invoicing and KPIs; • Prioritize workload when faced with multiple requests and changing business dynamics; • Work as part of a team, follow and adhere to Transcontinental's code of ethics and participate in the Continuous Improvement efforts; • Fully understand and adhere to all relevant Environmental, Health and Safety, Human Resources, Quality, Security and Company policies and procedures; • Work in compliance with the Occupational Health & Safety Act of Ontario, the Workplace Safety Insurance Act and all other applicable legislated, environmental, health & safety regulations. • Additional duties as assigned		



Qualifications	• Post-secondary education with minimum three (3) years related experience in digital print production and account services; • Knowledge of in-store marketing execution and digital print process and substrates; • Knowledge of inventory management systems, kitting/distribution processes & creative workflows; • Strong skills in PC-based software applications, particularly Word and Excel • Superior oral and written communications skills and organizational skills • Ability to work in a fast-paced environment, handling multiple jobs simultaneously & managing prioritization of issues on a daily basis.
Reporting Hierarchy	Reports to: • Client Service Supervisor: • Resumes to amandeep.kaur@tc.tc