



THE CENTRAL GROUP

Job Description

Job Title:	Project Coordinator		
Department:	Project Management		
Reports To:	Customer Experience Manager		
Location:	Innovation Center-235 Superior Blvd.	Subordinates:	0

Central is an industry leader in performance-driven marketing-at-retail solutions; specializing in both packaging and point-of-purchase (POP) display with clients across North America. Our dynamic company offers employees a collaborative, client-focused and business casual workplace with excellent benefits, and a unique supportive family culture.

JOB SUMMARY:

The Project Coordinator assists Project Managers with all aspects of projects from inception to shipping.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enters Corrugate Orders for Manufacturing
- Places material orders for Manufacturing and Suppliers
- Prepares Purchase Orders to Suppliers
- Receives Purchase Orders and provides back up for accounting
- Assists PM with monthly inventory reporting
- Prepares invoicing to be sent to accounting
- Assists with quotes and estimating
- Liaison with ICI plant to coordinate late & rush board orders and communicate to PM Team
- Assists PM's with special projects.
- Back up reception (share responsibility with other Administrator), lunches only.

ACADEMIC AND EXPERIENCE REQUIREMENTS:

- Some administrative or Display experience

REQUIRED SKILLS:

Is able to work with the following tools:

- Outlook
- Excel
- Word
- Visual
- Custom Software – Nimble, Conductor, Display Watch
- Purchasing
- Relationship and communication skills, both written and verbal

- Organizational and time management

WORKING CONDITIONS:

- Office environment, photocopiers, printers, etc.
- Minimal travel to visit customers and between locations

WORKING RELATIONSHIPS:

- Prepress 3%
- Sales – 4%
- Project Managers – 80%
- Customers – 5%
- Fulfillment – 3%
- Visitors – 5%

Apply here:

[The Central Group Ltd.- Project Coordinator \(Mississauga, ON\) \(theapplicantmanager.com\)](http://theapplicantmanager.com)

Or reach out to [sanja.sanzgiri@centralgrp.com](mailto:sania.sanzgiri@centralgrp.com)

About The Central Group of Companies

The Central Group of Companies is a Platinum Best-Managed Company, and an industry leader in Performance at Retail. For 40+ years, Central has provided its impressive client base with retail packaging, displays, and fixtures that deliver measurable results. We combine proprietary shopper marketing techniques with award-winning design, excellence in operations and retail installation, to bring innovative and value-engineered solutions to our clients.

The Central Group is committed to equal opportunity employment. Accommodations are available upon request from people with disabilities during the recruitment and selection process.

We thank all applicants, however, only those selected for an interview will be contacted.