



Project Manager- Printing and Packaging

The Central Group of Companies 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.

If you embody integrity, teamwork, passionate excellence, and you enjoy working in a high-performing and high-energy environment, we are currently recruiting a highly motivated individual for the role of **Project Manager**

JOB SUMMARY:

The Project Manager of Printing and Packaging, oversees all aspects of projects from inception to shipping using planning, monitoring and controlling processes. To this end the Project Manager performs a variety of tasks including but not limited to estimating, preparing quotes, coordinating with suppliers, communicating the progress of the project, entering orders, follow up on orders, purchasing materials and invoicing.

The Project Manager handles multiple projects within a fast-paced environment and is open to constant challenge and change. The Project Manager will develop and maintain positive working relationships with all contacts inside and outside The Central Group. The Project Manager is a person with tenacity, drive, ownership and is communicative with internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works as a team to cover other correspondents in their absence. Is responsible to prepare information required for another Project Manager to cover when absent and to advise backup with as much notice as possible prior to any booked time off.
- Ensures Quality Procedures are followed.
- Assists in the training of junior and new team members.
- Constantly monitors and reports on the progress of a project to all stakeholders.
- Intimately understands the requirements of the project.
- Efficiently and competently manage problems – when things go off plan the Project Manager will bring them back on plan or will create a new plan with the assistance of key stakeholders.
- Ensure client expectations are met and exceeded in terms of quality of product and service delivered.
- Provide soft sales (up selling opportunities) or articulate these opportunities to the appropriate channels.
- Attend meetings with clients.
- Direct and manage project development from beginning to end.
- Delegate tasks and responsibilities to appropriate personnel.
- Communicate customer expectations with manufacturing
- Maintains and manages customer inventory, alerting customer of low levels and monitoring old inventory if required.
- Has a strong understanding of the Retail Market.



- Provides all quotes.
- Processes all orders and follows through.
- Coordinates the purchasing of any tooling required to manufacture at The Central Group, by ordering from the Prepress department.
- Coordinates the purchasing of any corrugates not manufactured at The Central Group, through Logistics Coordinator.
- Coordinates the purchasing of stock components from the co packing operation.
- Estimates, orders and follows through orders for all non corrugated parts.
- Calls new item meetings and leads.

ACADEMIC AND EXPERIENCE REQUIREMENTS:

- University or College Diploma or 3 years experience in same field

REQUIRED SKILLS:

- Nimble
- Microsoft Software
- Visual
- 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.

TO APPLY:

Send resume to fabiana.scuderi@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.