



### **Job title**

- Project Manager

### **Job location**

- 55 Clegg Rd. Markham, Ontario L6G 1B9

### **Type of employment (internship, full-time, contract, etc)**

- Full Time

### **List and/or summary of main responsibilities**

- Collaborate with Sales in orders to assist with new and repeat business; this may include providing marketing material(s) for viewing
- Manage projects through all departments; prepress, printing, finishing, shipping in order to accomplish customers goals within constraints such as time and cost without compromising quality
- Interact with the purchasing department to ensure the correct materials are ordered
- Connect with the customer on a regular basis to provide project follow-ups
- Finalize work orders with all required documentation and transfer to finance for invoicing
- Identify potential uncertainties and developed contingency plans as required
- Record and monitor project issues from discovery through resolution such as product concerns, missed deadlines and cost overruns
- Maintain timely communication with all project team members in-house; including customers and external vendors

### **List of key qualifications**

Post-secondary degree, diploma, certificate or equivalent working experience along with 1-3 years' project management experience; preferably in a printing/graphics company or manufacturing environment.

PCL Graphics Ltd. has policies and practices that provide workplace accommodations. If you require accommodation, please let us know and we will work with you to meet your needs.

### **Salary/wage**

- \$50,000 / year

**Contact information and instructions on how to apply, where to send resumes  
(email)**

Email resume to [raymond@pclgraphics.com](mailto:raymond@pclgraphics.com)

**Application deadline**

- February 28 / 2022