



### **Project Administrator- 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 Administrator**.

#### **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%

**TO APPLY:**

Send resume to [fabiana.scuderi@centralgrp.com](mailto: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.