

Project Manager – Full Time Afternoon shift

Merrill Corporation provides technology-enabled platforms for content sharing, regulated communications and compliance services. Clients trust Merrill's innovative cloud-based applications and deep subject expertise to successfully navigate the secure sharing of their most sensitive content, perfect and distribute critical financial and regulatory disclosures, and create customized communications across stakeholders. With more than 3,800 people in 47 locations worldwide, clients turn to Merrill when their need to manage complex content intersects with the need to collaborate securely around the globe.

Job Position:

Our downtown Toronto office has an opening for a Project Manager. The tentative working hours (which may change) for this position will be from 3:00 p.m. to 11:00 p.m., Monday to Friday. Additional hours may be required on busy nights.

Responsibilities:

- Learn the financial printing trade
- Liaise with clients, sales, composition and vendors
- Get trained in Merrill's ticketing and ordering system
- Process typesetting requirements
- Send documents to print via our internal print operations and outside vendors
- Enter distribution instructions and other data entry duties
- Work as a team with other Project Managers in day-to-day processes
- Other duties as assigned

Qualifications:

- GCM graduate seeking a full time position
- English fluency, both written and oral
- PC literate with Microsoft Office Suite capabilities
- Experience using Adobe Creative Suite is helpful
- Customer service experience with a desire to delight the client
- Highly organized with excellent time management and multi-tasking abilities
- Detail-oriented, able to produce accurate work quickly
- Enjoys working in a fast-paced, demanding environment

Please apply through: <https://www.workable.com/j/458A27BA9A>

Thank you to all applicants although only chosen candidates will be contacted. No phone calls please.

