



JOB TITLE: Project Manager (full-time)

LOCATION: 2150 Steeles Ave. East, Brampton ON, L6T 1A7

START: immediate

COMPENSATION: To be discussed upon qualifications

**JOB SUMMARY:**

As a project manager, you'll be responsible for the planning, execution and finalizing assigned projects along with the support your colleagues. By outlining project objectives and overseeing the print and fulfillment aspects, you will ensure each project is completed from start to finish. You'll be joining a team that thrives on results and delivers the best possible solutions to the client. Taking a proactive approach to production and having confidence in their own abilities is a must.

**RESPONSIBILITIES:**

- Coordinates all print and fulfillment projects.
- Initiates requests for bids and develops print specifications.
- Generates effective communications. Maintains good relations, and a positive image with suppliers and co-workers. Promotes courtesy, objectivity and fairness.
- Responsible for reviewing invoices, quotes and monthly billing.
- Generate cost comparison reports as needed.
- Analyze inventory reports and compare against forecasts to determine reprint quantities.

**KEY QUALIFICATIONS:**

- Graduate of a Graphic Communication Management program or has previous experience in a similar role from a commercial print or creative agency environment.
- Applicant must have a proven ability to manage multiple projects, trouble shoot and provide solutions. Organizational, verbal and written communication skills is imperative in our fast-paced, deadline oriented environment.

**CONTACT INFORMATION:**

- Submit resumes to Tej Randhawa at [tej@qliqinc.com](mailto:tej@qliqinc.com)