



Craib Design & Communications

Position: **Project Manager (PM) 1-Year Contract**

Craib Design & Communications (Craib) is an industry-leading, full-service corporate design and communications agency specializing in Investor Relations (IR) and Corporate Social Responsibility (CSR). Since 1972, Craib has been delivering award-winning integrated design solutions for North America's most notable companies. Craib's team consists of experienced designers, IR strategists, CSR specialists, production designers and proofreaders. We are detail-oriented, solution-focused and dedicated to executing measurable results for our clients.

This position is a **1-year contract Project Manager** position with the potential for full-time employment. While we are currently working from home, we will be transitioning to our downtown Toronto studio as health guidelines permit. Working closely with our leadership team, the Project Manager (PM) joining us will be responsible for the project management and planning of various corporate reports and integrated communication projects, including; annual reports, sustainability reports, websites, microsites, brochures, and marketing/advertising collateral. The PM will be responsible for delivering completed projects, on time, on specification, and on budget, all while exceeding our highest expectations.

The successful candidate will demonstrate an expert understanding of project management and best-practice methodology, have the flexibility to work with a diverse team to deliver outstanding solutions, and have a passion for high-end print design and digital communications. Maybe even teach us a thing or two. Due to some of our work's time-sensitive nature, we need responsive team members willing to get the job done, however long it takes. Report design season can be demanding, but rest assured – we still indulge when we can.

Qualifications:

- The successful candidate will be proficient with Adobe Creative Cloud software, project management software (Teamwork or similar), Microsoft Office products, collaboration tools (Slack, Teams and similar) and Google Docs, BugHerd, FileMaker as required.
- PMP Certification would be an asset
- Excellent communication skills – written and verbal
- Minimum of five years project management or production management experience at a design/branding agency
- Can show experience in scoping of projects, creating project budgets, and creating statements of work
- Can show experience in creating work back production schedules, and keeping team members and suppliers abreast of pending deadlines
- Can show experience planning and coordinating print and digital projects
- Can show experience with quality control measures, such as; version controls, checking and tracking changes, and proofing work to ensure edits are complete before returning proofs to clients
- Solid understanding of production and the creative development process
- Experience working on many projects at one time, and under very tight deadlines
- Flexibility to work overtime and occasional weekends with the team where necessary



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The successful candidate will:

- Possess a professional, friendly and approachable demeanor. A sense of humour also helps!
- Work closely with senior management, creatives and suppliers
- Act as the day-to-day internal coordinator on project activities including scheduling, resourcing, estimating, managing dockets, and supplies
- Accurately interpret business requirements and build project schedules and estimates
- Schedule and prepare internal and client meetings; participation may be required
- Take meeting notes to aid in creating briefs for the team
- Sending and receiving client changes
- Effectively manage project communications with internal and external teams
- Keep teams abreast of scope changes and update estimates and schedules accordingly
- Provide support in other areas in a pinch, such as reviewing changes or QA testing of websites
- Be a proactive problem-solver, anticipate issues and be two steps ahead of the team at all times.

Our clients hire us for our creative excellence, trustworthiness, strategic know-how and flawless execution – and they return for the same reason. The successful candidate will deliver in all of these areas.

Interested candidates should submit a cover letter and resume to careers@craib.com with the subject title **Project Manager** by October 9, 2020.

We thank all candidates for their interest; however, only those selected for an interview will be contacted. No agencies, please.