

Job Posting – Project Manager

SETTING

Pattison Sign Group is a highly successful, North American Company growing organically and through ongoing acquisitions. It is one of the world's largest sign and physical branding element companies, with three manufacturing facilities, six sales offices and over 650 employees across North America.

The company is dedicated to absolute customer satisfaction and ultimate quality in its products and services. It is ISO certified to ensure Total Quality in its products and services. The culture of the company is focused on performance and accountability and supports employee empowerment and development.

The company operates independently within The Jim Pattison Group, headquartered in Vancouver and comprised of over 565 locations worldwide. The Jim Pattison Group is broadly based across the automotive, media, packaging, food sales and distribution, magazine distribution, entertainment, export and financial industries. With sales of over \$12.7 billion in 2020 and more than 51,000 employees, the Jim Pattison Group is the second-largest private company in Canada.

OVERVIEW

We are looking for a **Project Manager** at our office in Edmundston, New Brunswick.

The Project Manager is responsible for end-to-end management of each customer project, from initial design through to close out, while accounting for all branding standards and account policies. The PM will collect and review documents in progress such as production drawings, technical drawings, permits and contracts validation (If required). The PM will issue purchase orders and follow established methods, guidelines and schedules using computerized and manual processing systems.

KEY RESPONSIBILITIES:

- Ensures communication with internal and external colleagues and subcontractors, consult, facilitate discussions and develop strong relationships;
- Build a high level of trust with assigned Sales Executive and act as a primary link between operations and sales;
- Oversees the projects progress from post-sales to delivery; which includes coordination with the pre-production, production, transportation, and installation teams up to the preparation of the file for invoicing;
- Manage contracts with Subcontractors and suppliers by assigning tasks and communicating expected deliverables;
- Manages the budgets associated with the projects;
- Track project costs to meet budget and ensure timely and accurate billing OD completed projects;
- Applies project management principles such as planning, scope of work, timelines, quality control and risk management;
- Ensure customer onboarding process is smooth and seamless to customers;
- Develop and manage a detailed project schedule and work plan;
- Facilitate meetings, track, and assign action items, monitor the progress, and track milestones on the project execution;
- Measure project performance to identify areas for improvement;
- Schedules meetings and takes minutes.

QUALIFICATIONS and COMPETENCIES

- College/University Degree in Business Administration, Project/Construction Management and/or 3-5 years of experience in a related field;
- Written and spoken French/English mandatory;
- Suitable knowledge of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint);
- Skills in planning, priority management and conflict resolution;
- Communication skills and teamwork;
- Must have in hand all documents required to legally work in Canada.

We favor a person with social skills since they will communicate with business colleagues, contractors, and suppliers. Adaptability, resourcefulness, leadership, ability to analyze and understand plans/specifications/

technical drawings and knowledge in the field of the signage would be an asset for candidates.

Pattison Sign Group offers benefits, a competitive salary and is an Employment Equity Compliant Employer.

Please send your cover letter and your resume to the following address as soon as possible:

Ensignes Pattison Sign Group
8, Miller avenue Edmundston NB E3V 4H4
Email : hr-edmundston@pattisonsign.com
Fax : 877.737.1734