

Project Manager

Location

Toronto, Ontario

General Accountabilities

The Project Manager will be responsible for coordinating internal resources and third-party suppliers for the flawless execution of design projects of seating, casegoods and filing of institutional and commercial furniture. The individual will work closely with the Marketing and Design departments to plan, organize, lead and control the projects to ensure they are delivered on time, within scope and budget assigned.

Specific Accountabilities

- Define and clarify the project scope of the product launches
- Develop project plan and schedule within timelines and budget
- Develop policies and procedures to support the achievement of project objectives
- Organize team structure and determine roles and responsibilities for team members
- Set team direction and motivate team to success
- Measure progress, evaluate success and correct deviation in projects
- Participate in barnstorming and problem solving of engineering and design challenges
- Liaise with Design, Engineering, Product Management, Marketing, Quality, Production to monitor and control progress to attain project goals
- Collaborate with the Quality Department to ensure quality expectations are met and products pass PIDMA testing
- Coordinate third party suppliers to ensure projects are delivered on time and within budget

Required Knowledge, Skills and Abilities

- Diploma or University Degree in Industrial Design, Mechanical or Manufacturing Engineering
- 3+ years experience in Project Management
- Demonstrated ability to lead projects from concept to production
- Self starter capable of fostering cooperative environments and working in a collegial fashion
- Ability to manage concurrent tasks and projects
- CAD, Solidworks, ProEngineer experience an asset
- Off shore manufacturing experience an asset
- Excellent communication and interpersonal skills
- Ability to get things done through an indirect cross functional team

Interested applicants are asked to forward a resume to careers@globalfurnituregroup.com using the subject line 'Project Manager'. We thank all applicants for their interest, but advise that only those selected for an interview will be contacted. No agencies please.

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