



Packaging Project Manager

SGK is a global packaging and brand experience company. From idea to implementation, we deliver packaging solutions and brand experiences that give brands the freedom to speak louder, scale faster and grow stronger. We simplify marketing and amplify brands to deliver value. SGK is a Matthews International company.

POSITION SUMMARY

SGK Toronto is looking for a Packaging Project Manager to work with our onsite team at General Mills Canada. The Packaging Project Manager role manages day-to-day responsibilities for client project management, including overseeing the overall process and timeline, working proactively to solve challenges that occur throughout the project and developing strong client relationships. This position uses client brand and strong technical knowledge to resolve complex problems throughout the project lifecycle. The Packaging Project Manager is client facing and collaborates across multiple stakeholders, both internally and externally within the client network, as well as with SGK colleagues, acting as the primary liaison in the packaging development process.

JOB RESPONSIBILITIES

- Works as a main point of contact with the client, builds and sustains strong relationships with the client's functional areas (marketing, design, quality & regulatory, pkg R&D, consumer insights, etc.) and the client's vendors (SGK internal team members, design partners and printers).
- Works with the cross-functional teams in the development of project scope and related timelines which meet the goals and priorities of the project.
- Responsible for the collection of project inputs; partner with stakeholders to secure and validate the necessary inputs to effectively execute the project.
- Monitors production art development from agency handoff through and including final prepress deliverables.
- Supports resolution of art file or printing concerns with supplier/printer, working with internal stakeholders.
- Leads all design extensions & adaptations across multiple structures and substrates for optimal design and print production results.
- Assists and develops methods to monitor artwork project progress and resolve issues as necessary.
- Manage every portion of the approval process between internal and external partners, ensure alignment at every step of the design and activation process.
- Schedule and facilitate meetings related to packaging project execution
- Facilitate online proofing process, timeline, consolidation and resolution of artwork changes
- Proactively identify obstacles and seek resolution to ensure products are delivered

- Communicate art revisions
- Ensure all content is reviewed and approved by all required stakeholders
- Follows up to ensure that deliverables meet or exceed expectations.
- Ensures compliance to processes and establishes discipline to standardized ways of working.
- Provides technical consultation to the Product Teams to ensure efficient & effective packaging production.
- Demonstrate proficiency with SGK and Client on-line tools and other tools & technology as required by the business.
- Responsible for understanding the latest design, print production, special effects, and print technology trends and innovations.

QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree within appropriate discipline such as Business, Graphic Arts, Marketing, Advertising, or an equivalent combination of education and experience sufficient to successfully perform the key accountabilities of the required job.
- 6+ years previous project management experience; or equivalent combination of education and experience.
- Experience Launching New Products, Redesigns, Line Extensions and Maintenance items in a CPG, Private Label or Food Company, Technology, Pharma industries, and Design Agencies.
- Experience in consumer or corporate creative/production design.
- Experience or an understanding of the packaging and pre-media prepress process.
- Time management skills, ability to assess and develop strategies proactively.
- High degree of proficiency MS Office Suite, Outlook & Internet applications.
- Strong analytical, prioritizing, interpersonal, problem-solving, presentation, budgeting, project management (from conception to completion), & planning skills.
- Strong verbal and written communication skills (including analysis, interpretation, & reasoning).
- Ability to develop and maintain collaborative relationships with peers and colleagues across the organization, as well as, internal and external stakeholders.
- Ability to work well autonomously and within a team in a fast-paced and deadline-oriented environment.
- Ability to work with and influence peers and senior management.
- Self-motivated with critical attention to detail, deadlines and reporting.
- Occasional travel either locally, nationally, and/or internationally may be required.

PHYSICAL ASPECTS / WORK ENVIRONMENT

- Regularly required to stand; walk; sit; and talk, hear and see.
- Occasionally lift and/or move up to 10 pounds.

* Reasonable accommodations may be made to enable individuals to perform the essential functions.

At Matthews International, what makes us different is what makes us great. We are proud to be an equal opportunity workplace. All employment is decided on the basis of qualifications, merit, and business need.

Matthews International affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability or any other characteristic protected by federal, state or local law. Equal Opportunity Employer

Minorities/Women/Veterans/Disabled.

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