



Claybrooke Marketing, Canada's premier provider of retail productivity solutions, trade marketing services and operational solutions for retail organizations and manufacturers is seeking a Project Manager for our corporate office in Oakville, Ontario.

Position Overview

Support the management of client projects ensuring achievement of both Client and Claybrooke business goals and objectives through effective administration of all project protocols.

The common vision with every client project is to maximize marketing, sales and promotional efforts leading to an increase in product/service awareness/ sales and/or distribution.

Requirements

- Develop and oversee project requirements utilizing divisional resources: reporting, field operations
- Deliver all project objectives while managing program budget allocations.
- Manage project material inventory and distribution.
- Manage time (self & others) effectively by setting realistic goals/objectives, by prioritizing tasks, defining performance standards and by developing realistic action plans for achieving and maintaining performance.
- Communicate all quality standards on all aspects of in-field procedures including delivery of key messages, consumer interactions, set-up & tear down procedures.
- Track, monitor and consistently achieve all division and client objectives.
- Development and delivery of program call reports to Field Service Manager.
- Development of field communications; client updates to the Field Service Manager.
- Participate in Client program launch meetings as requested.
- Understand and be responsive to the needs of your internal (team, your manager) and external clients (local/regional client contacts, corporate client contacts).
- Facilitate strong communications with Client - provide relevant & actionable program information in a timely, efficient and well-documented manner.
- Participate in ongoing, regular meetings to update the Client team on program results, key successes, key learning's, field feedback, competitive update and other information relevant to the success of the program.
- Collect, review and maintain all client reports to ensure accuracy, completeness & integrity.
- Complete and submit to the Program Manager weekly:
 - All other documentation as requested by the Program Manager
 - Issue memos to the team at key times:
 - Follow-up notes after all meetings (launch, team meetings, training meetings)
 - Business results updates
 - Preparation for upcoming events or special activities
 - Any other detailed information that must be communicated to the Field

Optional/ Comments

If you would like to be considered for this position, please send your cover letter and resume via email to hr2@claybrooke.ca. We thank all applicants for their interest, however only those under consideration will be contacted.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.