



Pattison Sign Group

Powering Your Brand

JOB OPPORTUNITY

Pattison Sign Group, one of the largest sign and visual communication companies in the world, is seeking qualified people to fill this position at its administrative offices in Edmundston:

PROJECT MANAGER

Summary:

The Project Manager compiles, audits, records and processes forms and documents, such as requests, permits, contracts and purchase orders, following established methods, guidelines and schedules using computerized and manual processing systems.

General Responsibilities:

- Manages relationships with internal and external clients;
- Monitors the development of projects starting from pre-sale to delivery, including managing and coordinating with a network of installers, and preparing file for invoicing;
- Controls budgets associated with the projects;
- Applies project management principles such as planning, quality control and risk management.

Requirements:

- Business management training, project management and/ or equivalent experience;
- Extensive knowledge of Microsoft Office software;
- Skills in planning, task and priority management;
- Teamwork and conflicts resolution;
- Written and spoken communication skills in French/ English;

We prefer a person with people skills since he/ she will communicate with customers 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 committed to the Employment Equity program.

Please send your cover letter and your resume to the following address by **April 2, 2021**:

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