



Associate Design & Project Manager

Who

You are self-starter with a lot of initiative and have a passion for design that breaks through at shelf and increases sales. Your creative side is complimented by your strong organization & project management skills.

You enjoy working in a fast-paced environment, and are great at building collaborative relationships with your design partners, clients, vendors, etc. In addition to your CPG experience, you have a passion for food. You have worked at least 5 to 7 years at an in-house CPG company or at a design agency and want to add a unique experience to your career to take it to the next level.

You have a Bachelor's degree in Graphic Design / Graphic Arts or equivalent from an accredited college or university, and have 5 years minimum experience of strong design, layout, and aesthetic skills.

You have an understanding of consumer packaged goods (CPG). Food and beverage knowledge is a plus.

You are a very competent project manager, and have experience managing many projects across teams, on time, and on scope.

You have the ability to work in a team environment and communicate effectively.

Strong presentation and listening skills are required.

Assignment

Soulsight USA is looking for an Associate Design & Project Manager to be positioned on an International assignment in Toronto at a Fortune 500 CPG company for a minimum of a 1 year commitment.

Soulsight USA

Soulsight USA is a collaboration of multi-disciplined creatives and brand strategists who believe that smart design and marketing solutions are the results of diverse creative thinking and strategic problem solving.

At Soulsight, we work to uncover the soul of a brand through strategic, forward-thinking and engaging design to help our clients create meaningful, lasting connections with consumers.

Partner Structure

You work directly with our clients' Global Design Management & Canadian Marketing teams.

Creative

- Work with **partner Agencies, Marketing team & Corporate Global Design Manager to deliver compelling creative/design solutions** on-brief.
- You will be supported by our client's Global Design for Strategic Design development.
- **Design Direction:**
 - of complex source materials into compelling, integrated, coherent printed pieces
 - ensure designs are innovative, differentiated, and on strategy
- Provide **support and motivation** to designers and production artists, photographers, writers and illustrators, as required.
- Ensure **compliance of brand standards**.
- **Participate/lead brainstorming** sharing visions, ideas and insights with the marketers, the Global Design team, and Soulsight USA.
- **Quality assurance:** Be responsible for quality-assurance procedures on all deliverables.
- **Production knowledge across various substrates, structures, formats, etc.**
- **Tools of the trade:** working knowledge of Adobe Illustrator, Adobe Photoshop, Illustrator CS3, Quark, Acrobat and InDesign, and Dreamweaver to help guide design work.
- **Build & grow partnership between Canada & the Global Design team** to ensure best practices & most compelling design.
- **Manage bilingualism in design**

Project Management

- **Annual Projections** for Design Work
- Partner with brand teams & Schawk on-sight
- **Project Management:** ensure integration across the entire project and across diverse internal and external partners - brief development, concept, design, mechanical to prepress
- **Complete & monitor budgets & timelines**
- **Troubleshoot** project issues and resolve conflicts as required; gather facts, assess options and determine appropriate solutions.
- Use and update **workflow project management tool (ILINK)** to track project progress, to maintain project metrics, and collect digital assets

Administration

- Manage and maintain Digital Asset Library. Upload digital images and logos.
- Fulfill image and mechanical requests. Archive project assets as part of job closing procedures.
- Ensure key parties utilize ILINK to maximize market product process
- **Filemaker** - enter hours accurately in the Filemaker Pro time-keeping system



Compensation

\$ 60K

Contact Information

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Soulsight®

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