

KH Project Manager 2.10.12.docx

Requirements:

- Experienced project manager in printing environment.
- Experience with a print management and estimating system (e.g., PSI).
- Verifiable good customer relationship skills.

Primary responsibility: To provide the information needed to complete a job perfectly, on time, and within budget. This includes being the information source for other K&H personnel (e.g., production, sales, management), as well as the primary contact and information source for the customer – be the customer.

- Take ownership of the project from start to finish.
- Understand all aspects of the project.
- Ability to either answer or know the source for the answer to all questions pertaining to the project.

Skills required:

- Good organizational skills.
- Excellent proofreading skills.
- Excellent verbal and written communication skills.
- Good time management skills.
- Ability to prioritize work.
- Good understanding of printing and mailing processes (i.e., know what the customer wants and how to get there).
- Basic computer skills.
- Work well independently and with others.
- Strong attention to detail and documentation.

General duties include but are not limited to:

- Write an accurate and complete job ticket, updating and communicating to pertinent personnel any changes or new information. Verify that customer supplied information and/or product is accurate before passing on to production.
- Follow up with customer to ensure all supplied materials provided will arrive according to K&H provided schedule to ensure timely delivery of project. Communicate any anticipated delays of receiving materials to production and communicate new delivery times when applicable.
- Follow job progress and know status of projects at all times. Communicate any deviation of schedule to all pertinent parties (e.g., customer, production).
- Support quality assurance processes.
- Other tasks that may be assigned as necessary.
- Work closely with other project managers as a team member.