

Project Manager - Barrie

Company Overview:

The Look Company specializes in providing visual engagement solutions for sport, retail and commercial customers globally. We are a high energy, fast paced environment and looking to grow our company.

Position Overview: Permanent, full-time

Are you a highly organized problem-solver who thrives on bringing complex projects to life on time, on budget, and with precision? We are looking for a Project Manager whose equal parts strategic planner and hands-on doer, someone who can confidently coordinate across teams, keep clients in the loop, and track every moving piece of a project from start to finish. Strong organizational skills, attention to detail, and a positive team attitude are essential for success in this role.

If you are detail-driven, calm under pressure, and ready to take ownership of exciting client-facing work, we want to hear from you.

Job Duties (include and are not limited to):

- Serve as the primary coordinator for all project-related activities to ensure successful delivery for our clients.
- Scope out the full extent of each client's project to build accurate project plans, used for client quotations and generating work orders within our system.
- Conduct site visits to assess product sizing, materials, and best practices for production and installation.
- Develop, manage, and continuously refine comprehensive project tracking spreadsheets to monitor task progression, resource allocation, material procurement, timelines, and milestones, ensuring every phase of the project is executed in the correct sequence, on schedule, and with full visibility for stakeholders.
- Collaborate with the Director Operations and Production and Division Director to document every detail of the project plan.
- Support the Division Director with tender and quotation packages, including scoping, materials selection, and installation planning.

- Disseminate critical project information to staff and suppliers, ensuring tasks are delegated, briefed, and aligned with project milestones.
- Follow up with internal teams and external vendors to keep projects on schedule and within scope.
- Provide regular updates to the Division Director and maintain open lines of communication with clients.
- Work cross-functionally with internal departments (design, production, installation, purchasing, accounting) to ensure all project components are accounted for and aligned.
- Take a hands-on approach to ensuring project documentation and delivery are executed smoothly and accurately.

Qualifications & Requirements

- Proven ability to manage multiple projects and priorities with competing deadlines.
- You stay cool under pressure and keep things moving no matter the deadline.
- Adaptable when working under pressure or shifting timelines.
- Highly organized with a talent for building and executing master action plans.
- Proficient in Microsoft Suite, including but not limited to Word and Excel, with a sharp eye for detail.
- Strong sense of accountability—able to enforce deadlines and deliverables.
- Cost-conscious and experienced in sourcing competitive pricing from third parties.
- Professional communicator with strong client-facing skills.
- Track record of delivering projects on time and on budget.
- Collaborative mindset—ready to jump in and support the team wherever needed.
- Previous experience in the print and/or event industry is a strong asset.

Benefits:

- Company paid extended health care & dental after (3) months
- Life insurance
- Wellness program
- Company events
- Casual dress
- On-site parking

- PPE supplied
- Company reimbursement steel toes after three (3) months

We believe a diverse workforce makes a difference. We are an Equal Opportunity Employer. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

If you are interested to learn more or in applying for this position, please apply through our website at: <https://experience.thelookcompany.com/careers>