



## Project Manager (Montreal Area, Canada)

### Company

*Vera Inkjet, 151 Alston Avenue., Point Claire, QC, H9R 5V9*

The primary business activities of Vera Inkjet are the Experimental Development and Manufacturing of aqueous (water-based) inkjet inks. Our products are specifically created to target high-volume, high-margin markets such as the aqueous Large Format Printer (LFP) market and the Direct to Garment (DTG) market. We are the only company in Canada dedicated to the research, development, and manufacturing of aqueous inkjet inks.

### The role

This is a full-time job and is a great prospect if you are:

- looking for a unique opportunity to work with a growing and dynamic company
- passionate about project management, research development, and networking
- detail-oriented, with a strong willingness to learn and grow

### Job Description

You will be reporting to the Executive Management while accomplishing the following key responsibilities:

- Serves as a liaison between business development and research and development
- Develops detailed project plans to track progress, ensuring resource availability and allocation
- Manages all project documents, meetings, and reports
- Coordinates people and processes to ensure that our projects are delivered on time and produce the desired results
- Coordinates internal resources and third parties/vendors for the flawless execution of projects
- Creates and maintains comprehensive project documentation
- Performs projects risk assessment
- Assists in preparation and management of regulatory documents based on regulatory frameworks like GHS, WHIMS, REACH, etc.
- Work closely with management, finance, shipping and logistics, and research and development department to ensure accurate reporting and analytics that enable proper decisions
- Learn, Train, Lead and Participate in the implementation of ERP system (xTuple)

### Qualification required

- Master's in Chemistry, Chemical engineering or related field with an interest in business.
- Master's in Marketing, Advertising, Business Management or related field with an interest in science
- Ability to travel frequently internationally



### Experience required

- Experience in project management, logistics and operations, team building and leadership
- Fresh graduates are also welcome to apply

### Skills required

- Excellent knowledge of MS Office Suite, Outlook & Internet applications
- Strong analytical and problem-solving skills
- Logistics and operations
- Project management (from conception to completion)
- Outstanding communication (written and oral), presentation and interpersonal skills
- Self-motivated with critical attention to detail, deadlines and reporting
- Bilingual is preferred

### Your behavioral competencies

- Professional ethics
- Independent worker who is at ease in a peer system
- Commitment
- Creativity
- Achievement-oriented
- Analytical mindset
- Enthusiasm
- Ability to multi-task effectively

If you think that you will be a good fit for the position, please email your CV at:  
[careers@verajet.com](mailto:careers@verajet.com)