

January 3, 2019

Puncture is an award-winning creative studio. No matter the medium, we take on creative challenges. We're inspired by arts and culture and strive to make work that shapes and inspires back. We are seeking a highly motivated Project Management Intern with an appetite for branding and a passion for art & design to join our growing team.

The Project Management Intern works with the project management team to assist with the planning and scheduling of designers, tracking of daily progress on projects, and research of new and innovative technologies. The intern will also assist in ensuring that all client notes and revisions are recorded and distributed, as well as coordinating with clients and vendors. This individual is self-motivated, shows initiative and exudes calm in stressful situations. Organizational, communication and computer skills are all essential.

Principal Duties and Responsibilities

- Assist in preparing and managing project budget
- Assist in preparing and managing project timelines
- Assist in preparing project briefs for designers
- Prepare and source vendors for any outside vendor needs
- Organize and prioritize project tasks
- Review and check (QA) all designed materials for specs, spelling, details, etc.
- Distribution of information internally for new projects as they come into the studio
- Ensure all tracking systems are kept updated daily with notes and critical information before departing for the day
- Communicate information quickly and succinctly to project leads
- Take detailed, comprehensive notes and maintain an accurate summary of client status

Experience and Skills Required

- Experience working with designers and web developers an asset
- Detail oriented. Fast learner. Ability to think problems through and develop solutions
- Basic understanding of common file formats and resolutions
- Excellent organizational skills and ability to follow processes
- Enjoys being challenged with a solid ability to deliver to expectations
- Ability to multitask and work in a deadline-driven environment
- Strong interpersonal and communication skills
- Knowledge of Adobe CC an asset
- Willing to be flexible in hours and structure of work

Interested candidates can apply at contact@puncture.co with a resume and cover letter. Please use the subject line "Application for 2019 Project Management Intern".