

What you do as a program manager:

As Program Manager (PM), you will play a central role in communicating with Olivan's internal teams, vendors, and customers to make sure we're delivering the solutions we've promised. You'll utilize your experience and creativity to present product research and pricing, manage inventories and online stores, maintain brand consistency, and ensure our customer's programs are fresh, popular, and profitable. Finally, you'll work with sales and creative teams to create promotions and prepare all Quarterly Business Reviews.

Job Responsibilities:

- Serve as a primary point of contact for vendors acting as a Program Manager to evaluate, prioritize, develop, manage, implement, and test all customer programs and online initiatives. (Websites & Catalogues)
- Oversee the user experience of program websites including content development, product selection and online promotional campaigns.
- Work with sales and warehouse teams to maintain inventory levels, perform inventory analysis, and place inventory orders to ensure proper inventory turns.
- Collaborate with cross-functional roles to prepare weekly, monthly, and quarterly reporting, including sales, inventory, Google Analytics, and Quarterly Business Reviews.

Qualification wish list:

- Bachelor's degree or college diploma.
- 3 years of experience in the Promotional Product & Apparel industry as a program manager, sales rep, or sales coordinator.
- Experience with management of clients, as well as vendors
- Demonstrated strong business judgment and decision-making skills; ability to identify, prioritize, and articulate highest impact initiatives.
- Experience with B2B and B2C eCommerce

What we're looking for in our new team member:

- Excellent English written and verbal communication skills.
- Ability to manage multiple priorities.
- Ability to analyze and solve problems.
- Naturally detail oriented.
- Upbeat personality.
- A team player that enjoys collaborating with others.

Remuneration:

- Starting salary range \$55,000 - \$65,000 depending upon experience.
- Paid vacation
- Group health benefits
- Bonuses

Hours:

- 9:00AM – 5PM Monday to Friday
 - *Early is on-time, on-time is late.*
- Casual office attire

Our Company:

Olivan Marketing is a best-in-class marketing services provider founded in 2003. For 20 years, Olivan has consistently saved our clients money, time, and effort by reducing vendor management and providing reliable turnkey solutions. From design and print, to kitting and distribution, Olivan is a one-stop shop for our customers to execute your marketing plans.

- **Services include:**
 - Graphic design
 - Print production sourcing
 - Promotional product, apparel, and trade show collateral sales
 - Contest management
 - Warehousing & distribution
 - Kitting & co-packing
 - B2B e-commerce development

Contact:

Please send resumes to Warren Richmond, wrichmond@olivan.ca

Address:

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