



JOB POSTING

About the Job

POSITION TITLE: Project Manager
POSITION TYPE: Permanent
LOCATION: Kohl & Frisch Limited (Concord, ON)
DEPARTMENT: Project Management Office

About Us

Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

About the Role

The **Project Manager** is responsible for managing multiple projects from inception to implementation. The focus is to implement solutions to benefit Kohl & Frisch customers and suppliers as well as improve our internal operational efficiency. The Project Manager will be expected to use industry-standard processes to initialize, plan, execute, control, monitor and close projects. They must be proficient in managing the complexities associated with large, enterprise-wide strategic initiatives and must be able to communicate effectively with executive-level staff.

What will you do?

- + Use project management skills, experience, and methodologies to lead/manage projects via effective planning, resource procurement, meeting planning/facilitation, conflict resolution, risk mitigation, status reporting, etc.
- + Manage multiple projects concurrently that are at various stages in the project life cycle
- + Engage effectively with project sponsors to reach a mutually acceptable agreement on project scope, timeframes, resources and budget
- + Provide motivation, direction, guidance and priority setting at team level
- + Ability to work collaboratively at all levels to drive alignment, maximize resource utilization and deliver results
- + Write project documents including charters, business requirements, project plan, etc. using the company adopted documentation templates
- + Drive the decision-making process related to business processes or deliverables within the project context
- + Facilitate and/or participate in process improvement brainstorming sessions
- + Provide timely updates to appropriate stakeholders regarding project delivery progress, issues and barriers, developing risks and current timeline status
- + Conduct post-implementation review and ensure learnings incorporated into future projects
- + Engage with 3rd party vendors as required
- + Mentor team members in all aspects of project management

What you bring

- + Undergraduate degree in business or a related discipline preferred
- + A minimum of 5+ years of experience as a project manager
- + Pharmaceutical industry and/or functional Supply Chain experience is an asset (i.e., operations, planning, logistics, distribution and warehousing, etc.)
- + Experience with Microsoft Dynamics 365 preferred
- + PMP and/or Six Sigma Belt certification preferred. Knowledge of formal business process improvement.
- + Strong understanding of Software Development Life Cycle (SDLC)

- + PC/MS Office skills (SharePoint, Visio, Project, Outlook, Word, Excel, PowerPoint)
- + Strong analytical, problem-solving, negotiation, and collaboration skills. Business Analyst experience a plus.
- + Demonstrated track record of leading change management initiatives, with a heavy emphasis on teamwork, engagement, and inclusion of stakeholders that are meaningfully impacted by the change
- + Ability to travel (up to 25%)
- + Flexibility to occasionally work different shifts based on project needs

What's in it for you?

This position offers a salary range of \$92,000 – \$118,000, exclusive of discretionary bonus eligibility and our full benefits package. The final salary offered to the selected candidate will be determined by factors including location, relevant experience, skill level and education.

Additional Compensation (if applicable):

- Bonus or commission structure
- Pension Plan (eligibility after 18 months service)

Benefits:

- Health, dental, vision from day 1
- Personal Days
- Employee Assistance Program
- Opportunity for Professional Development
- Wellness programs
- Vacation Pay
- Exclusive memberships and discounts

How to Apply

If you are interested in applying, please submit a résumé and any other relevant documentation to: recruitment@kohlandfrisch.com.

Please ensure you specify the job title, **Project Manager** in the subject line of your email.

As part of our recruitment process we may use AI for initial screening and assisting in evaluating candidate qualifications. All final hiring decisions will be made by our recruitment team.

*Kohl & Frisch would like to thank all applicants for their interest. All applicants who received interviews will receive an update on their application status within **45 days** of applying. We value your interest in joining our team and strive to provide a timely, transparent hiring experience.*

Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.