



## **Panda Game Manufacturing North America Project Manager Opportunity**

### **Company Background**

Panda Game Manufacturing is one of the fastest growing leaders of tabletop game manufacturing. Operating as a Canadian-Chinese joint venture, Panda has been responsible for producing hundreds of card and board game titles for clients around the world.

Our clients range from award winning publishers to independent game designers.

From card games to elaborate board games, Panda turns concepts into reality. Making high quality games is our passion!

Panda headquarters is located in Vancouver, Canada and our manufacturing base is located in Shenzhen, China. In addition, we have account and project managers working remotely from Berlin, Montreal, Washington, Minneapolis, Chicago, Portland, and Los Angeles.

### **Job Description**

Panda is currently seeking a full time project manager to work with our clients on their tabletop game projects. This individual will also be highly integrated with our North American team and overseas production facility.

Our ideal candidate has a track record of success while working independently, has good industry knowledge, and is extremely responsive. A university or college degree is mandatory.

The project manager position encompasses the following areas of responsibility:

#### **1. Project Management**

- Guiding clients through the Panda production process (design verification, pre-production, mass production, shipping, and follow up)
- Working with our overseas team and network of suppliers to ensure that games are produced at the highest quality and on schedule
- Keeping track of multiple projects and schedules
- Managing customer expectations and sending regular status updates
- Proactively identifying potential roadblocks in production so that solutions can be implemented in advance
- Using customer feedback to improve and streamline production processes

#### **2. Business Development**

- Fostering existing client relationships and helping them grow their businesses
- Consulting with game creators on component and production options
- Occasionally traveling to conventions

#### **3. General Initiatives**

- Leadership role in launching various new company initiatives
- Actively contributing to improving Panda's internal processes

A requirement of joining Panda's remote work force is having a professional home office, a current desktop or laptop computer, and a smart phone.

**An ideal candidate will have many of the following attributes:**

Jan 10, 2017

- Highly organized and detail oriented
- Natural relationship builder with high social intelligence
- Excellent communication and follow up skills (especially by email and skype)
- Self-motivated, organized, and resourceful
- Deep and sincere passion for the tabletop games industry
- Technologically savvy with a typing speed over 60 words per minute and comfortable with applications like Google Sheets, Skype, Dropbox, and Slack
- Energetic team player, flexible with work hours
- Well travelled with a wide breadth of knowledge

**Relevant Experiences:**

- Project management designation (PMP) or expertise with project management software
- Tabletop game industry experience
- Analysis-based strategic decision making
- International business dealings (we have clients in over 20 countries)
- Digital graphic design background is an asset but not required
- Supply chain management

Our team consists of a fun and dynamic group of gaming enthusiasts who care about delivering a great experience and product to customers. We are looking for a team player that shares our company vision to create beautiful games and make a positive impact in this fun and exciting industry!

**Job Location:** Work remotely (from home office), occasional business travel

**Starting Annual Salary: \$42,000 USD or equivalent in local currency**

*Future compensation will be adjusted based on annual reviews and may include budgets for productivity as well as performance bonuses.*

**Application Info:**

**Application Deadline:** February 6, 2017

**Start date:** Late March or Early April 2017

**Application Procedure:** Email resume and cover letter to [jobs@pandagm.com](mailto:jobs@pandagm.com). Please address cover letter to "Panda Management Team" and include the position you are applying for in the email subject line. Please note that due to high application volume, our selection process typically takes 1-2 months after the application deadline.

For more information on Panda Game Manufacturing, please visit [www.pandagm.com](http://www.pandagm.com)