



Description

HALO is looking for a Import Project Manager to join our high-growth company. The Import Project Manager is responsible for executing the development, quoting, production, and overseas shipping phases of custom import opportunities. They will be working with internal stakeholders and overseas sources to define, develop, document and disseminate information regarding custom import product opportunities.

Requirements

- Product concepts and design requirements
- Regulatory and customer compliance requirements and shipping requirements, such as classification; packaging; marking; and labeling
- Production capacities, lead-times, and shipping timeframes
- All cost-related factors including design; sampling; invoices; freight, duties and taxes; 3rd party testing; inspections, and any other direct acquisition costs – processes bid requests.
- Matches product opportunities accordingly the capabilities of overseas agents and factories.
- Monitors import projects to ensure adherence to final production schedules.
- Provides regular and timely responses and updates to internal stakeholders, with an emphasis on sales teams and product development; provide excellent customer service.
- Works with Teams to manage pricing and production of products overseas.
- Provides a support system for the sales teams.
- Responsible for the sample approval process, including version tracking; storage; evaluating pre- production samples against specifications to ensure the accuracy of colors, dimensions, function, etc.; collecting, documenting and communicating re-development instructions for agents and factories; and ensuring final physical sign-off from internal teams and clients.
- Coordinates with Import Director to design methodologies that support clear and consistent guidelines for production management.
- Maintains production schedules.
- Builds and maintains effective professional relationships with internal teams and agents.

Sounds like you? To apply you will need:

- Bachelor's degree (BA) in marketing, communications, business or related field, or equivalent combination of experience and education
- Two to four years related project management experience with a sales, corporate marketing or promotional products industry preferred
- Previous experience with overseas importing Excellent oral, written and interpersonal communication skills
Ability to analyze and interpret business documents



- Ability to write reports, business correspondence and effectively present information to and respond to internal/external contacts and management
- Detail oriented with exceptional organizational skills
- Solutions driven with the ability work with a sense of urgency to deliver under deadlines with a high level of accuracy Proficient in Microsoft applications (Word, Excel, Outlook and PowerPoint)

More about HALO

HALO is the global leader in branded merchandise, uniform programs, and recognition and incentive solutions. We partner with our clients to break through the clutter of our media saturated world and connect their brands to customers, employees and other audiences critical to their success.

With more than 1,800 employees in 42 global offices, we offer the industry's most comprehensive range of capabilities, including creative services, technology solutions and logistics and global sourcing. Our clients include over 100 of the Fortune 500 as well as thousands of mid and small-size organizations seeking to make a big impact with their brands.

Over the last few years we have grown exponentially to \$765M. While we grow, HALO stays committed to the best parts of an agile, casual, and entrepreneurial culture that inspires our team members to come up with new ideas and work collaboratively, wherever they are. As a team member you can expect a positive culture of ingenuity, inclusion, and relentless determination. HALO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We insist on an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Inclusion is a core value at HALO and we seek to recruit, develop and retain the most talented people.