



About elements:

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver, Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

Summary of Position

This position at **elements** will support the 3D-I team to ensure projects run smoothly and are executed successfully. You'll lead project logistics and act as the main point of contact for clients to achieve their goals around visual storytelling. This position will work closely with the entire 3D team as well as external vendors. Excellent communication skills, organization and attention to detail are a must for success in this position.

Job Responsibilities/Duties

- Manage design process to ensure timelines and client goals are being met.
- Deliver projects within budget to maintain profit margins.
- Create and manage project schedules including design, production, fabrication and installation.
- Act as primary client contact and proactively communicate next steps, schedules, etc.
- Develop strong relationships to encourage repeat business
- Collaborate with larger project management team and deliver updates to leadership team on project progress
- Oversee product sourcing and negotiate with vendors for fabrication.
- Ability to manage 10-15 projects at once with a range of budgets.
- Create design proposals and production estimates.
- Coordinate site visits and communicate information to internal team.
- Help manage file management system on Google Drive and elements' N: drive
- Act as studio liaison with business development individuals.
- Other duties as assigned

This position is: Full-time/Exempt

Salary Range: \$65K-\$75K annually



Experience/Requirements

- At least five years project management experience in the architectural and design industry or similar industry
- Strong written and verbal communication skills
- Experience coordinating between multiple teams
- Excellent customer service skills
- Must be self-driven with good time management skills and ability to work independently
- Strong problem-solving skills are a must
- Experience building & using spreadsheets for data tracking
- Ability to visit job sites, which may include climbing stairs or other elevated structures
- Ability to survey job sites

Employee Benefits & Perks

- 3 Weeks of Paid Time Off for Full Time Employees, including paid time off to volunteer
- Employee Health, Dental, And Vision Insurance, including FSA and HSA programs
- Life and Disability Insurance
- 401K Plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized Parking, Employee Recognition and Annual Award Programs
- Super FAC's, Annual Company Outings and Other Company Activities
- Dog Fridays, Employee Purchase Plan for Products, and a Variety of Flex Spaces to Support Work Style
- Fitness Room, Outdoor spaces and a Kegerator / Wine in our Centralized Downtown Location