



Project Manager

Department: | **Location:** 2501 Blake Street Denver, CO 80205

Reports to:

FLSA Status: Fulltime/Exempt | **Salary:** \$65K - \$85K | **Grade:**

Effective Date:

Job Summary:

This position is responsible for all activities related to project contract administration, including shop drawings process, response to requests for information (RFIs), field observations, reports, change orders, and pay requests. Other related activities include development and improvement of the administration process with emphasis on efficiency, quality assurance, and rapid project closeout. They must exercise effective time management and awareness of impact on the project budget and will conduct work within company standards under general supervision to meet the client's expectations as well as **elements'** standards of excellence.

Essential Functions

- Manage multiple projects at various stages of development (small, midsize projects or supporting on large strategic accounts).
- Support and manage 5-7 projects, depending on size and complexity.
- Supports Accounts Executive on 1-2 Strategic Accounts concurrently.
- Provide and support creative solutions that are in line with project goals and understands their impact on cost, production, and other variables.
- Maintain and execute detailed budgets for all deliverables within projects and consistently update project team on project standing.
- Planning of project workload and staffing of projects to ensure the proper execution of the work.
- Provide feedback regarding issues for improvements (constructability, material appropriateness, clarity, function, equipment coordination, etc.) to design/production team as well as quality management and specifications teams.
- Implement logistics of installs both internally and externally on schedule.
- Set and maintain the project schedule and communicates to the broader team, both internally and externally.
- Communicate project status consistently to project team and client during Deliver Phase.
- Ensure project is meeting QA/QC standards.
- Ensures required sign off and client approvals occurs.
- Create and/or oversee proposal and estimating for client review.



- Oversee fabrication and fabrication release for vendors/sending in appropriate information & artwork to get job into production.
- Track jobs once in production ensuring all parties are up to date and all information has been communicated to all parties.
- Advise and escalate alerts of due dates, errors and/or changes that would cause delay or potential customer dissatisfaction.
- Drive projects to completion and dive into technical details as necessary to support the project team's direction and execution
- Execute special assignments and tasks under only general supervision as assigned; and concurrently supporting the design process and/or lead design process on smaller projects.
- Perform other duties as assigned.

Required Skills/Abilities

- Ability to read construction drawings and communicate with architects, engineers, general contractors, etc.
- Ability to manage budgets, schedules, and project partners from clients to vendors to internal staff.
- Strong written and verbal communication skills.
- Ability to work independently and also build strong relationships with cross-functional teams.
- Solution Focused.
- Strong analytical and problem-solving capabilities.
- Ability to visit and survey job sites, which may include climbing stairs or other elevated structures.
- Excellent organizational and time management skills.
- High attention to detail, despite tight deadlines.
- Strong ability to adapt in a changing environment with the ability to multitask, effectively deal with ambiguity, and proactively ensure that progress and results are constant.
- Maintain a high level of professional decorum at all times while representing the company with internal staff, vendors/partners and clients.
- Process Driven.
- Positive attitude, a 'can-do' style, and stellar work ethic.
- Proven ability in the use of computer-based tools: Adobe Creative Suite, Microsoft Office, QuickBooks. Google Workspace.

Education and Experience

- Minimum 2+ years of proven experience as a project manager in architecture, industrial design, exhibit design, and/or experience design and seeing at least (1) project through from concept through punch list.
- Experience with large accounts and projects preferred.
- Experience in project development stages and processes within a creative or built environment.
- Experience coordinating between multiple teams.



Work Environment

This is primarily an in-office position.

- Travel, as necessary.
- Walking job sites as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, (add hours)

Travel

There is limited travel for this position.

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Signatures



Manager _____ Date _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____