



Senior Project Manager

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

Reports to:

FLSA Status: Fulltime/Exempt | **Salary:** \$80K - \$100K | **Grade:**

Effective Date:

Job Summary:

The Senior Project Manager will be responsible for successfully delivering mid to large-scale projects from concept to completion. This senior-level position leads project teams with a commitment to technical excellence, strong client relationships, and collaboration with the team. This position will lead all project team members to ensure the work is completed within the project schedule and budget, maintain, and manage client expectations, and lead the documents throughout all phases, including the necessary design and reviews to meet the client's expectations as well as **elements'** standards of excellence.

Essential Functions

- Lead project teams and managers on multiple projects to ensure design intent and conformance to quality assurance, quality control and best practice standards.
- Mentor and direct the work of less experienced staff; collaborate and energize the design team to develop solutions to design problems.
- Utilize problem solving skills to solve technical and design challenges, while effectively meeting deadlines.
- Work in partnership in the preparation of client presentations and present design concepts, drawings, models, etc.
- As the primary point of contact, lead the client in defining distinctions or points of clarification to achieve project goals.
- Lead project reviews regarding project costs, budgets, and adherence to schedule. Develop new client relationships and support the marketing and business development activities of the company.
- Support and manage 5-10 projects, depending on size and complexity.
- Supports Accounts Executive on 1-3 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.
- Lead and 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 various project phases.
- 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
- Be a strong mentor and advisor and provide ongoing training to junior-standing Project Managers and Coordinators.
- Lead Design Team Meetings with clients and partners
- 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 build strong relationships with cross-functional teams.
- Strong analytical and problem-solving capabilities to be solution focused.
- 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.
- Maintain a high level of professional decorum at all times while representing the company with internal staff, vendors/partners and clients.
- Process Driven.
- Proven ability in the use of computer-based tools: Adobe Creative Suite, Microsoft Office, QuickBooks. Google Workspace.



Education and Experience

- Minimum 4+ years of proven experience as a project manager in architecture, industrial design, exhibit design, and/or experience design and seeing multiple projects through from concept through punch list.
- Experience leading clients and partners through the design process.
- 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.

- 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 _____