



## Project Manager Overview

The Project Manager oversees the lifecycle of approved sign projects that are ready for installation. This role acts as the main point of contact between vendors and internal departments to ensure projects meet design, budget, quality, and schedule expectations.

### Key Responsibilities:

- **Project Coordination**
  1. Manage multiple signage projects simultaneously.
  2. Review job details for accuracy and compliance with client expectations.
  3. Schedule production and installation timelines to meet deadlines.
- **Communication**
  1. Provide updates to clients, sales team, and installers. Resolve issues promptly.
  2. Coordinate with installation teams to ensure job details are clear.
- **Quality & Safety**
  1. Coordinate with estimating to ensure permits are secured.
  2. Review work for accuracy, quality, and adherence to company standards.
- **Financial Management**
  1. Monitor project budgets, purchase orders, and subcontractor invoices.
  2. Track time, materials, and change orders to maintain profitability.
  3. Communicate any scope changes or potential delays to management and clients.
- **Documentation & Reporting**
  1. Maintain detailed project records.
  2. Conduct post-project evaluations to identify improvements in process or communication.



## Qualifications

- 3+ years of project management experience, preferably in the signage, construction, or related industry.
- Excellent organizational, problem-solving, and multitasking skills.
- Clear and professional written and verbal communication skills.
- Proficiency in project management.
- Ability to read and interpret technical drawings and specifications.
- Valid driver's license and reliable transportation.

## Preferred Skills

- Familiarity with the sign installation process.
- Experience coordinating subcontractors and installers.
- Working knowledge of Adobe Illustrator is a plus.
- PMP certification or equivalent project management training is preferred but not required.

## What We Offer

- Competitive salary based on experience
- 401k with match
- Health, dental, and vision insurance
- Paid time off and holidays
- Exciting, creative projects that make a visible impact in the community