

Job Description

Title: Project Manager	ID:
Department: Account Management	Location: Indianapolis
Division: Signworks Indianapolis	Reporting to: General Manager
FLSA Classification: Exempt	Employment Type: Full Time
Created Date: September 2022	Version: 1.0

Position Summary

Manages all aspects of complex projects from inception to conclusion. The project manager, directs, coordinates or budgets, usually through estimator and field supervisors, activities concerned with the fabrication and installation of graphic and signage projects. Participates in the conceptual development of the project and oversee its organization, scheduling, and implementation.

Essential Duties and Responsibilities

- Work with team to plan, organize and direct activities concerned with the fabrication and installation of signage projects.
- Establish scope of work, project objectives, policies, procedures, and performance standards within boundaries of company policy and contract specifications.
- Confer with field personnel and supervisors to discuss such matters as work procedures, complaints, and construction issues.
- Initiate and maintain liaison with owners and other contacts to facilitate project activities.
- Monitor and control project through administrative direction of on-site labor to ensure project is completed on schedule and within budget.
- Investigate potentially serious situation and implement corrective measures.
- Represent company in project meetings and attend strategy meetings.
- May requisition supplies and materials to complete project.
- Interpret and explain plans and contract terms to staff, workers, and clients.
- Formulate reports concerning such areas as work progress, costs and scheduling.
- Work with team to assign field personnel to project sites to work on specific projects.
- Coordinate order status reports from suppliers and traces any delinquent arrivals.
- Secures and analyzes quotations and recommends suppliers with respect to cost, quality and delivery competitiveness for assigned responsibilities.
- Executes takeoffs of construction documents, design files, and specifications and inputs takeoffs into a computer spreadsheet or database.
- Works closely with the Design Department to ensure accurate documentation of projects to be manufactured.
- Communicate professionally and courteously directly with suppliers in relation to order processing as required to resolve issues and receive order acknowledgements.
- Prepares & reviews work orders and jobs for production. Initiates purchase orders and amendments for parts, services and/or special tools; arranges for submission and inspection of sample products as required; maintains close coordination with production manager to ensure timely execution of product and services sourcing activities. Works closely with receiving department to ensure proper supplies arrived.

- Meet with Sales Staff as needed to answer questions about the drawings.
- Prepare change orders and communicate changes with the necessary staff and vendors.
- Attends departmental meetings as required.
- Photocopies/Scans documents and plans.

Core Competencies

- Problem Solving.
- Teamwork Orientation.
- Communication Proficiency.
- Mechanical Knowledge.
- Mathematical Skills.
- Organizational Skills.

Skills and Abilities

- Ability to establish priorities, work independently, and achieve objectives without supervision.
- Positive attitude, time management, detail oriented traits, and multi-tasking skills.
- Ability to work with various personality types.
- Valid Driver's License
- Predictable and consistent behavior with Attitude, Attendance, and Performance.

Education & Experience

- Minimum of High School Diploma or Equivalent
- College Degree Preferred
- 3-5 Years Experience in a related or similar role.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.