Creo

https://www.creoindustrialarts.com/job/project-manager-2/

Project Manager

Hiring organization
CREO Industrial Arts

Employment Type
Full-time

Job Location
8329 216th St. SE, Woodinville, WA

Working Hours
Monday – Friday

Base Salary
$ 83,000 - $ 87,000

Date posted
November 15, 2026

Description

*This is an in office role

COMPANY OVERVIEW:

CREO Industrial Arts is a custom fabricator that has been producing high-end architectural products for over 40 years. We execute the vision of the world's finest architects, experiential graphics designers, landscape architects, and exhibit designers, producing extremely high fit and finish custom products for a wide variety of venues.

From the smallest, most detailed piece to large, multi-story structures, CREO does it all. Every project is different, but what they all have in common is the sophistication of the design and the industry's highest standard of quality.

POSITION SUMMARY:

The primary role of the project manager is to oversee the entire environmental graphics projects assigned and ensure that the project is executed on time, on budget, and at the appropriate margins. The PM is the liaison between the client and CREO and must remain constantly engaged with both parties to ensure alignment. The PM monitors all phases of the project to ensure the accurate execution of the specifications, details and obligations of the contract are met. The PM must also track and prioritize tasks to keep multiple sign types or projects moving through the documentation, production, and installation process on schedule.

Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Use project kick off documents, develop project schedule with critical path.
- Manage and maintain budget for project, including the preparation of the schedule of values, estimate at completion, and monthly billing projections.
- Manager and maintain project schedule, communicating with clints as needed.
- Meet with documentation to review scope and schedule for design document development.
- Research fabrication options, creation of submittal samples, mock-ups, and prototypes.
- Perform site surveys and obtain first verification data.
- Prepare RFI's and report the responses to be incorporated in the final shop drawings.
- Prepare transmittal for submittal samples, patterns, and drawings.
- Prepare permit documents, submit for permits, coordinate inspections and archive original signed off documents.
- Contract and coordinate subcontractor services
- Manage change order process
- Schedule kick off with Production team to review project scope and schedule.

- Monitor production progress
- Perform QA/QC inspection for production work at 60% completion and prior to shipping (minimum); includes work that has been subcontracted work and received back.
- Coordinate shipping of final product.
- Coordinate and manage on-site installation.
- Manage punch list to completion, including field verification if needed.
- Generate and maintain detailed records of all drawings (done by others), client communication, contract documents, permits, and all other project documentation.
- Prepare project summary at conclusion of project.
- Coach and mental less experience PMs and Project Coordinators

Qualifications

QUALIFICATIONS:

- Project management experience in the construction or sign industry
- Experienced user of MS Word, Excel, and Project
- Willing to travel

DESIRABLE QUALIFICATIONS:

- Bachelor's degree
- Able to read construction drawings
- Familiarity with any or all of the following desired:
    - Metal fabrication
    - Electrical signage
    - Architectural drawings and site plans
    - Graphics & typography processes
    - Construction materials & processes

Job Benefits

COMPANY SALARY/BENEFITS:

CREO offers a strong culture focused on career growth and development, along with a competitive compensation package. Employees receive 9 paid holidays annually and 2 weeks of paid time off (PTO) during their first year of employment.

In addition, CREO provides a comprehensive benefits package, including medical, dental, vision, life insurance, accidental death and dismemberment (AD&D), and long-term disability (LTD) coverage.

CREO also offers a generous 401(k) retirement plan match, contributing 100% of the first 3% of eligible compensation you contribute, plus 50% of the next 2% you contribute. This means that if you contribute 5% of your pay, CREO will contribute an additional 4%. Company matching contributions are immediately 100% vested, giving you full ownership of those funds as soon as they are deposited into your account.

Contacts

If this position sounds like a perfect fit for you **Apply Today!**

CREO 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.