

Senior Project Manager

Description

The Sr. Project Manager manages the overall project direction, completion and financial outcome for large scale architectural signage projects. They are responsible for administering client and subcontractor relationships, while providing direction and mentoring of team members in all areas of project management.

Responsibilities

- Manage all aspects of the project from inception through design, execution, and closeout.
- Manage the overall performance of the project including, project status, schedule, cost control, and change management.
- Attend and lead project meetings, including client, project planning, production kickoffs, project status, etc.
- Maintain strong, positive relationships with clients, designers, consultants, and subcontractors.
- Assist in researching fabrication options, and the creation of submittal samples, mock-ups, and prototypes as needed.
- Manage the project procurement process including the final selection and contracting of subcontractor services.
- Assist and or lead in the QA effort, by periodically inspecting elements to ensure accurate interpretation of design intent.
- Manage the permit process, including overseeing the preparation and submittal of documents for permit, coordination of inspections, and archiving of original signed documents.
- Manage billings for the project including the preparation of a schedule of values and monthly billing projections.
- Generate and maintain detailed records of all drawings, client communications, contract documents, permits, and any all other project-related documentation.
- Coordinate and manage the onsite installation process.
- Develop and maintain site logistics plan, in coordination with Client, General Contractor, CREO Site Superintendent, and Installation Subcontractor.
- Coach and mentor Project Managers, Project Engineers and Project Assistants.

Qualifications

- At least 5 years as a Project Manager or similar leadership role preferably in a construction career field.
- Detail-oriented individual with excellent time management and organizational skills
- Ability to manage multiple project management efforts.
- Excellent written and verbal communication skills.
- Good math/accounting skills.

- Strong decision making/problem solving skills
- Proficient in office productivity software (MS Word, Excel, Outlook, Project) as well as common internet tools and resources, and an ability to

Hiring organization

CREO Industrial Arts

Employment Type

Full Time

Job Location

8329 216th Street SE, 98072, Woodinville, WA

Date posted

November 5, 2019

effectively leverage them.

- Willingness to Travel

Preferred Experience

- Project Management experience in the construction or sign industry
- BA Degree
- Familiarity with any or all of the following is a plus:
 1. Metal Fabrication
 2. Electrical Signage
 3. Graphic & Typography Processes
 4. Architectural Drawings and Site Plans
 5. Construction Materials & Processes