



Project Manager

Project management responsibilities include delivering every project on time within budget and scope. Project managers should have a background in business skills, management, budgeting and analysis. Project managers are skilled at getting the best out of the people and projects that they oversee. They thrive when planning projects and working with project teams.

- Maintains detailed project plans and budgets and communicates milestones and deadlines to team.
- Maintains all data in ERP system (M1)
- Establishes and maintains project budgets, oversee expenditures, while seeking cost effective alternatives.
- Schedule the project in logical steps and budget time required to meet deadlines.
- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Responsible for selecting, contracting, and overseeing personnel such as project coordinators to complete specific pieces of the project.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Study job specifications to determine appropriate construction methods.
- Conducts end-of-project de-brief reviews.
- Performs other work-related activities as required to meet corporate objectives.

Education Completed
Background & Expertise
Applicable Experience
Computer Literacy

Bachelor's Degree preferred
2+ years project management experience in related field or industry
Knowledge of sign construction, installation or comparable experience.
Microsoft office, ERP systems (M1)