

Job Title:

Project Manager

**Expand your brand.****Job Description:**

As a project manager, you will be responsible for managing large multi-faceted projects/accounts and multiple projects at the same time. A project manager is skilled at getting the best out of the people and projects they manage. Project managers respectfully hold themselves and others responsible and accountable for completing communicated tasks in a timely fashion. You must be able to achieve operational objectives by contributing information and recommendations to successfully execute a project throughout its lifecycle.

As an organization, our mission is to bring our clients' creative ideas to life through design and production innovation. We do this by hiring professionals who believe in the limitless possibilities of our modern graphic solutions and who strive to deliver excellent client experiences with integrity, service, and enthusiasm.

Job Description and Responsibilities:

- Overall responsibility for the successful delivery of a project
- Provide the sales team with accurate pricing estimates within 24 hours (outsource production jobs 48 hours)
- Predict and communicate accurate timelines for all projects
- Monitor, maintain, and communicate progress for all projects
- Responsible for the day-to-day management for all WIPs and jobs in estimating
- Coordinate internal resources and third parties/vendors for execution of projects
- Ensure all projects are delivered on-time
- Developing project scopes and objectives
- Developing project plans to track progress
- Establish and maintain relationships with clients and third parties/vendors
- Report and escalate jobs to management as needed

Requirements:

- Willingness to learn and utilize internal project management and estimation software to ensure timely job completion and competitive pricing
- Solid organizational skills including attention to detail and multi-tasking skills
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Self-starter and takes initiative to complete tasks

Working Conditions:

- Project managers usually work in an office environment, but the purpose of a project may sometimes take you to non-standard workplaces
- Project managers work a standard work week, but will be expected to work some evenings and weekends to meet project milestones and to communicate internally with appropriate colleagues and/or externally with clients

Employee Signature

Date

Manager Signature

Date