



# Associate Project Manager

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**Classification: Exempt**

**Date Created/Revised: June 10, 2015**

**Reports To: Director, Contracts & Creative Management**

## **Summary of Responsibilities**

The associate project manager is responsible for the internal and external coordination and facilitation of innovative and creative signing solutions and environmental graphics and elements at ID Signsystems from the initial client contact through design, fabrication, shipment/delivery and installation at the client site, within project specifications.

## **Essential Duties**

The associate project manager plays an important role in the ongoing functions of ID Signsystems. Other duties may be assigned to meet business needs. The essential duties and responsibilities of the position include:

- Acts as a liaison throughout the course of a project between various internal departments, including but not limited to, sales, estimating, design, engineering, production, and the client, communicating effectively between multiple groups, and hosting meetings as necessary
- Assists other project management professionals within the organization as project demands necessitate
- Readily seeks guidance from other project management professionals within the organization as needed
- Ensures appropriate project information is received from the client, including but not limited to contract, project specifications, W-9, deposit invoices, credit card forms
- Utilizes WorkZone and contract documents to prepare an effective and efficient project schedule within the client-requested deadlines
- Generates and manages project work plans to meet requirements within given parameters (time, budget)
- Reviews deliverables prepared by the design team, prior to the design being released to production or sales, and obtains client approvals on design and change orders when necessary
- Ensures proper materials are available in production to meet project requirements
- Ensures proper permits and any necessary land or building surveys have been received
- Prepares field kits prior to project installation, and ensures kits are returned completed by the installer or installation team, and are stored within the job folder
- Provides final approval on project prior to installation
- Submits project sales order for invoicing
- Accountable for the overall quality of all assigned projects

### Skills and Abilities

Based on the essential duties and responsibilities of the position, the associate project manager should have a number of skills and abilities:

- Prioritization, organization, and time management of client projects to ensure deadlines are met
- Strong attention to detail
- Interpersonal and customer service skills, including, but not limited to: effective written and verbal communication skills, and the ability to competently work with internal and external clients
- The ability to function efficiently as both an individual contributor or as part of a team
- Effective leadership skills to keep employees motivated, resolve conflicts, and make decisions that could impact others

### Education, Experience, and Other Requirements

Based on the technical and professional responsibilities of the position, the associate project manager is required to have:

- Associate's degree in business management or an architectural/engineering design field is preferred
- 2 years of project management experience, signage industry is preferred
- PMP® certification is preferred
- Computer knowledge, including, but not limited to: Microsoft Office, QuickBooks, graphic design programs, web and cloud-based programs (Google Docs, Dropbox) and project management systems (preferable WorkZone)

### Physical and Environmental

The associate project manager is primarily located within an office environment. The project manager also may experience time within the production department on a weekly basis. Physical requirements include:

- Occasional light lifting of 25 pounds or less
- Being aware of potential hazards, such as nearby equipment, while in the production facility
- Client sites may include construction sites; appropriate safety equipment may be required. Safety equipment may include:
  - Hard hat
  - Steel toe boots
  - Safety glasses
  - Safety vest