



CREOWORKS.

PROJECT MANAGER JOB DESCRIPTION

OVERVIEW

A member of the Operations team, the project manager approves shop drawings, develops procurement BOM and requests scheduling for assigned projects. They clearly communicate their objectives to team members promoting best building practices and encourages artisans, designers, and administration to meet project timelines and quality control standards. Additionally, this position involves some client management with oversight from Operations Director.

MAJOR DUTIES AND RESPONSIBILITIES

Project Management:

- Schedules project hand-off meeting with sales team
- Coordinates with design team and shop to complete shop drawings for client review and production
- Create or review Bill of Materials for each project and clearly communicate procurement objectives to Purchasing
- Weekly accountability check-in with Operations Director to assess budget, schedules, and production planning

Shop Operations & Delivery:

- Facilitate new project overview meeting with shop manager and artisans
- Responsible for supplying artisans with proper project material
- Works with Operations Director to facilitate storage and delivery of all items
- Schedule punchlist/repairs

Cost Management:

- Review employee time sheets and maintain visibility on overall project health
- Works with Estimating/Purchasing to obtain project material quotes

Scheduling:

- Establishes scheduling with Operations Director
- Request outsourced sub-contractors depending on scope of project

Quality Assurance:

- Works closely with artisans and shop managers to meet quality assurance standards
- Report all incidents appropriately

MINOR DUTIES AND RESPONSIBILITIES

- Attend and contribute to regular management and design meetings
- Assist the fabrication team as needed

PHYSICAL REQUIREMENTS

- Physical strength to perform various tasks including, but not limited to carrying supplies and reaching/lifting objects up to 60lbs.
- Strong reading and math skills: must be able to read and interpret shop drawing and work-related documents. Good math skills are essential for calculating measurements and angles and determining accurate adjustments. A good understanding of geometry helps with interpreting designs.

DESIRED EXPERIENCE REQUIREMENTS

- 4-year design degree in Building Arts or Construction related industry. Additional experience may be considered in lieu of formal education
- 2 - 4years industry experience
- Proficiency in Sketch Up, Auto CAD, Adobe products, and Microsoft Office products strongly preferred