

Project Manager

The Position

The Project Manager is the main driver of internal production projects. The individual in this position will schedule and oversee all assigned projects. He or she will also assume responsibility for successful and accurate production completion and profitability. Responsibilities include, but are not limited to: estimating; participation in kickoff meetings; production scheduling; management and coordination of sub-contractors; coordination of internal departments involving new production including CAD detailing, purchasing, graphics, production and warehouse. Project Managers are also responsible for change order tracking, reporting of change orders to the internal team, and overall project budget tracking on assigned production jobs.

Responsibilities

- Assist Account Executive (AE) and/or Account Manager (AM) in managing production project budgets.
- Take ownership of the budgets of all assigned projects.
- Assist in project launch meetings, in conjunction with the AE and AM, to streamline the project's progress through production.
- Create and manage overall Project Timelines and specific department timelines as needed for production.
- Provide key production dates to client services and assist with building overall timelines.
- Manage and approve CAD drawings, ensure accuracy of drawing format and design.
- Manage the production process and items being fabricated through the shop lead and production manager.
- Assist the logistics coordinator in managing overall warehouse inventory.
- Report all quality control concerns to the appropriate department managers.

Qualifications

- A college degree is preferred, but not required.
- Intermediate to advanced computer literacy, including experience in word processing, spreadsheets.
- Strong written and verbal communication skills.
- Two or more years in a similar role; Exhibit industry experience is preferred.
- This position is technical in nature and requires knowledge of industry fabrication methods, carpentry, metal work, paint production, tension fabric, graphic production and other techniques.
- Travel is minimally required and will be evaluated in regard to specific production projects.

Compensation & Benefits

- Competitive Salary and Commission Plan
- Medical, Dental and Vision Insurance
- 401K Plan
- Paid PTO Program
- Onsite gym and recreation room
- Growth opportunities

Please submit your resume to Recruiter@ProExhibits.com to be considered for this role.

