JOB DESCRIPTION

JOB TITLE: Project Manager

DEPARTMENT: Sales

REPORTS TO: Senior Project Manager

FLSA STATUS: Non-Exempt

SUMMARY: Coordinates and manages assigned accounts/projects to include planning, bids, timelines for production, delivery and installation and customer relationship management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Develops bids/quotes per client specification.
- Communicates with production to establish timelines.
- Initiates and monitors job budgets, schedules, change orders, and contracts.
- Interacts with Installation Manager to facilitate field work.
- Liaise between sales, manufacturing, graphics and installation to ensure highest level of customer satisfaction.
- Ensures project deadlines are met and quality standards are achieved.
- Demonstrates flexibility in work hours to include availability for work outside of normal business hours as required by management.

MARGINAL FUNCTIONS:
- Attends all necessary meetings and training as required by management.
- Provides care and security for all company resources.
- Makes periodic visits to client locations.
- Performs necessary housekeeping activities of work area.
- Participates in networking events as requested.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's or equivalent degree/experience combination. Minimum 2 years experience in signage industry. Demonstrated knowledge of Microsoft Office products. Ability to coordinate own and others' actions, manage own time and manage personnel resources. Strong understanding and expression of written and verbal language. Sensitivity to problems; ability to tell when something is wrong or is likely to go wrong. Strong attention to detail.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations

where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to use hand to finger, handle, or feel objects, tools, or controls and climb or balance. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____