



Program Manager

Job Scope

A Program Manager has the responsibility to develop and implement project plans for the design, manufacturing, and installation of complete sign programs for multiple clients simultaneously.

Responsibilities

- **Communication/Service:** Not only are our PMs exceptional communicators, but often times they use more than one form of communication at a time.
Organization/Time Management: PMs rely heavily on project schedules and internal system to ensure their multiple projects are on time and budget. They take pride in handling each project with care and a sense of urgency by diligently tracking, reporting and communicating their project schedules.
- **Negotiation/Financials:** Our PMs are skilled negotiators who work professionally with subcontractors, vendors and third party consultants in order to complete projects on time and on budget
- **Team-Oriented/Adaptability:** Although PMs work independently they are accountable to their team. They thrive on the fast-paced, dynamic environment and adapt to changes with ease.
- **Positive Attitude/Problem Solving:** Value the relationships they build with their coworkers, customers and vendors. Seeing a project through from design to installation gives them a great sense of accomplishment. There are certainly challenges along the way, such as city permits, but our PMs feel that problem solving is half the fun! Although we offer great internal training programs, our PMs learn best from experience and can always find a helpful coworker a phone call or step away!

Requirements

- 3+ years in signage industry
- 3+ years business-to-business communication and service
- 3+ years successfully working within a project schedule and/or budget in sign industry
- 3+ years managing and meeting milestones and deadlines
- Proficient with Microsoft office products (outlook, excel, word, etc)
- Communication skills
- Experience handling multiple projects
- Experience working for a signage, installation, maintenance, commercial remodel/construction, or other property management related organization

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.