

Jones Sign Co., Inc.  
Job Description

Position: Sign Project Manager

Reports To: Director of Project Management

Summary: A sign project manager completely owns a job from the moment it is sold and assigned. During that time, the PM has to assertively hold a number of internal and external resources to a timeline, deal with customers on a frequent basis and manage the project to a successful outcome in terms of meeting deadlines, keeping costs within budget, getting paid for out of scope work and ensuring the products are acceptable to the customer.

Minimum Qualifications:

- Undergraduate degree; preferable business, construction, or manufacturing
- Excellent communications skills, both written and verbal
- Strong negotiation skills
- Ability to multi-task
- Ability to accept responsibility
- Problem solving and critical thinking skills

Desired Qualifications:

- Previous B2B sales experience
- Construction background strongly preferred
- Blueprint reading skills preferred
- Permitting background recommended

Duties:

- Create and execute project work plans and revises as appropriate to meet changing needs and requirements
- Manage day-to-day aspects of a project and scope
- Coordination of trades
- Coordinate and facilitate meetings
- Create and manage budgets, timelines and reports on a daily basis
- Effectively apply our methodology and enforces project standards
- Minimize our exposure and risk on projects
- Ensure project documents are complete, current, and stored appropriately; organization skills
- Any other work assigned by the Director of Project Management