

**POSITION:** Project Manager

**CLASSIFICATION:** Exempt

**BASIC FUNCTIONS:**

PRIMARY: To be responsible for the overall direction, coordination, implementation, execution, control and completion of special projects, ensuring a commitment to quality and client service.

SECONDARY: Serve as either the primary or secondary point of contact for the client(s) on all subjects.

**REPORTING:** The Project Manager reports directly to the Vice President of Sales.  
There are no positions reporting to the Project Manager.

**AUTHORITIES:** The following are granted to the Project Manager.

To exercise the responsibilities and perform the duties of this position, within the guidelines provided by the company's Employee Manual and Operations Manual(s).

**PRINCIPAL DUTIES:** The Project Manager performs the following:

1. Communicates effectively with Business Development Managers to develop opportunities from concept development and bid/proposal through production.
2. Takes ownership of complex projects and client relationships. Continually drives programs forward.
3. Defines and continually monitors project scopes, tasks, timelines, resources and completion requirements.
4. Acts as the primary point of contact between both internal departments and the client(s) to advise on project status and resolve any issues as they arise.
5. Reads and interprets construction plans, store layouts and fixture drawings.
6. Works closely with Design department to develop initial drawings and work through revisions as necessary.
7. Reviews all drawings and revisions prior to production.
8. Executes sourcing strategies in coordination with our in-house product development team.
9. Ensures that both the client(s) and the project team have current, accurate information in a timely manner.
10. Manages all communications with client(s) and internal staff once an opportunity or program is secured.
11. Monitors inventory levels associated with a project or account.
12. Provides quality control checks on new products and prototypes as required.
13. Travels to client sites for meetings, prototype reviews and installations as required.
14. Coordinates with Account Managers to successfully hand-off ongoing programs.
15. Other duties as assigned.

**RESPONSIBILITIES:** The Project Manager is responsible for the following:

1. Adhering to the codes of the company's Employee Manual.
2. Maintaining a constructive environment at work. This includes self-evaluating work performance, on a fair basis.
3. Developing and adhering to written Standard Operating Procedures for all aspects of this position.
4. Adhering to departmental operating guidelines.
5. Providing insightful and enthusiastic teamwork that result in positive attitudes and morale.

## **G+E** GRAND + BENEDICTS // JOB DESCRIPTION

6. Maintaining open communications and a harmonious working relationship with all personnel, but in particular with those involved in a reporting relationship. This includes attending departmental meetings, as well as helping resolve interdepartmental conflicts.
7. Participating in trainings when needed. This includes learning product knowledge and procedural proficiencies.
8. Conducting all operations within established budgets.
9. Using and submitting all forms and reports in a complete, accurate, and timely basis. This includes respecting and maintaining proper filing systems.
10. Ensuring your work areas is clean and presentable to customers and other visitors.
11. Maintaining all external relationships consistent with the objectives, operating philosophy, and desired image of the company, re: customer relations, public relations, vendor relations, and community relations.
12. Maintaining confidentiality on all corporate subjects so classified.

**EDUCATION / PERFORMANCE REQUIREMENTS:** The Project Manager should possess the following minimum skills and/or education:

1. High school diploma or GED required.
2. 3-5 year of related work experience, preferably within the retail industry.
3. Ability to work well independently as well as within a team.
4. Excellent written and verbal communications skills and demonstrated ability to interact effectively with management, customers and team members.
5. Proven analytical and problem-solving abilities.
6. Ability to effectively prioritize and execute tasks with minimal supervision.
7. Proficiency with MS Office software a must. Experience with Sales Force a plus.
8. Understanding of construction methods and best practices a plus.