

**Southwest Signs
Project Manager – Job Description**

Overview of Position:

The Project Manager is responsible for overseeing and managing a very high volume of customer projects to insure correctness, quality product and timely completion. This position reports to a Senior Project Manager.

Responsibilities:

The Project Manager interacts directly with internal organizational departments, as well as managing subcontractors during the installation process on a national basis. This position is also responsible for making sure all customer project information is available and current for company and/or customer access. This includes managing timelines and budget. In addition, this position will track each phase of the project through our system and communicate updates, delays, and successes to the appropriate internal and external customers. The Project Manager is required to perform any functions necessary within Company policy and procedure to maintain customer satisfaction and timely project completion.

Required Skills:

Knowledge of all systems and procedures utilized in project management including but not limited to: Software, Physical Equipment and Company Policy. Strong communication (verbal and written) and organizational skills are required in order to successfully interact with all internal and external customers, subcontractors and ensure timely project completion. Must be able to multi-task at a very high level and be very detail oriented.

Experience:

A minimum of 3 years experience as a Project Manager in the sign industry or a related field..