

**Southwest Signs**  
**Senior Project Manager– Job Description**

**Overview of Position:**

Senior Project Managers review and approve internal work and keep our numerous customers and the company updated on project and account status. This position reports to the President National Division and the Chief Operating Officer.

**Responsibilities:**

The main function of this position is to interact with numerous customers on behalf of and in the best interest of the company. The Senior Project Manager position is also the checkpoint in maintaining the correct and timely completion of work by the Project Managers and Project Coordinators designated to their team. All information and requests will be filtered through the Senior Project Manager for distribution and/or approval to be sent to the customer or appropriate company contact.

In addition, this position is responsible for directly supervising designated team members (Project Managers and Project Coordinators). This includes coordinating overall training for newly hired team members and ongoing training for current team members. In addition, this position is responsible for each team members' account tasks and customer service performance. This position will provide input on commission structure levels. Responsibilities include counseling, evaluation, and time management review for all team members. This position is ultimately accountable for all team accounts.

**Required Skills:**

Senior Project Managers are expected to learn and/or have a working knowledge of all systems and procedures utilized in project management including but not limited to: Software, Physical Equipment, Company Policy and Customer Programs. Strong problem solving skills are required to understand and resolve issues that arise between subcontractors, the company and various internal and external customers. Must also have very strong verbal and written communication skills and be highly organized. Must be able to multi-task at very high level.

**Education and Experience:**

A minimum of 5 years experience in Project Management in the sign industry.