

Job Description: Project Manager



Job in a nutshell:

Organize the entire design process from A to Z, make sure everyone is happy (clients and the team). Manage timeline and workflow.

Duties:

- Organizing work of the design team, maintaining project schedules and deadlines, controlling the development of design documentation, coordination of all studio employees and subcontractors;
- Preparing and maintaining a work schedule for projects, responsibility for the deadlines;
- Communication with clients;
- Communication with vendors and suppliers;
- Participation in meetings with clients and contractors, preparation of reports on the results of meetings.
- Managing projects in Active Collab/Asana, Dropbox, Google Docs;
- Maintaining all project documentation and paperwork.

Requirements:

- College degree (management / finance / administration);
- Work experience as a project manager at least 3 years;
- Experience in organizing a project team;
- Experience with project management software (Asana/Trello/Active Collab or similar);
- Excellent knowledge of Excel;
- Excellent communication skills;
- Ability to work in multitasking mode;
- The desire to implement amazing projects in a team, optimize processes and create outstanding customer service;
- Ability to complete assigned tasks accurately and on time;
- Ability to assign tasks to others, and control the implementation.

Work hours:

Monday-Friday 9 am-5 pm

Salary:

\$60.000 – \$75.000 based on experience.

Office Location:

Glen Rock, NJ, 07452