

North American Signs

<https://northamericansigns.com/job/project-manager/>

Project Manager

DESCRIPTION

The primary focus of this role is to coordinate the activities of project management for assigned accounts. Primary responsibilities include administration of sign projects, from origination through completion and installation. This position requires continual learning and diligence to conduct business in accordance with established guidelines and company standards.

RESPONSIBILITIES

- Prepare customer proposals and receive their approval.
- Prepare RFQs, purchase orders & installation orders as required to manufacture & install signage.
- Prepare manufacturing orders, ensuring accuracy of all documentation for completion of signage.
- Coordinate and monitor production schedule, ship dates and installation dates for all assigned projects to ensure customer deadlines are met.
- Track project information in the database and provide timely and accurate status reports to clients & NAS management.
- Provide prompt and accurate billing & closeout for completed projects.
- Communicate effectively with the contractors responsible for completing various phases of the project, committing to 24-hour communication, as required.
- Through training, identify components of channel letters, cabinets, non-illuminated sign types, etc. and the appropriate application of each type.

QUALIFICATIONS

- Proficiency with Microsoft Office, Specifically Word, Excel and Outlook
- Ability to Multi-task
- Organized
- Detail Oriented
- Strong Oral and Written Communications

EDUCATION

- High School diploma or GED required
- College degree preferred

PRE-HIRE REQUIREMENTS

1. Background Check
2. Reference Check
3. Motor Vehicle Check
4. Drug Screening

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions of the job.

Hiring organization

North American Signs

Employment Type

Full-time

Job Location

Remote work from: USA

1. Ability to handle activities with lightweight or small items
2. Ability to perform moving activities for brief periods
3. Ability to operate light equipment
4. Ability to perform repetitive motions for brief periods
5. Confined to a work area

North American Signs, a leader in the custom sign industry, understands that our goals can only be achieved by hiring the best talent, providing exceptional training, and by living our core values. You'll find NAS a family-friendly and flexible environment.