SPMDesign is looking for an experienced Project Manager to join our team in Orange, CA.

SPMDesign — OUR ETHOS //
Consistency, Thoroughness, Passion, Craftsmanship; these are the fundamentals on which we have built SPMDesign.

Whether the project is a global corporate environment, experiential build, or a custom retail window— we approach every job with the same attention to detail that all of our clients deserve. With decades of experience in design, multidisciplinary production, artisanal craftsmanship, and fabrication— our dynamic clients count on us to execute their initiatives with ease, innovation, and results.

POSITION SUMMARY //
SPMDesign has been experiencing rapid growth over the past few years and we’re ready to bring on another Project Manager. We are seeking an innovative, energetic, detail-oriented and ambitious candidate to assist and manage a wide range of projects from start to finish from environmental graphics projects to large complex architectural/experiential build projects. This person will play a critical role in communicating project status to internal departments, clients, and external partners. This is mid-level position, requiring at least 2-3 years of experience working as a Project Manager in a similar role. This position offers opportunity to advance within the company, as we continue to rapidly take on more projects each year. We are looking for a candidate that is familiar with the industries we serve (architecture, tech, education) and is eager to grow in their career.

Skills & Qualifications as a Project Manager –

- Bachelor’s Degree in a related field – degree in architecture a huge plus
- Minimum 2-3 years of proven experience as a project manager in architecture, industrial design, exhibit design, and/or experience design and seeing at least (1) project through from concept through punch list
- Ability to read construction drawings and communicate with architects, engineers, general contractors, etc.
- Ability to manage budgets, schedules, and project partners from clients to vendors to internal staff
- Flexibility to focus on a variety of project types and/or multiple smaller, concurrent projects in various stages of development
- Experience in project development stages and processes within a creative or built environment
- Expert-level attention to detail (self-proofing), despite tight deadlines
- Strong ability to adapt in a changing environment with the ability to multi-task, effectively deal with ambiguity, and proactively ensure that progress and results are constant
- High level of interpersonal skills to handle sensitive and confidential situations - position continually requires demonstrated poise, tact, and diplomacy
- Ability to work independently and also build strong relationships with cross-functional teams
- Expert-level communication skills, both written and verbal
- Excellent organizational skills and a strong ability to plan, manage and execute a project on schedule and budget
- Proven ability in the use of computer-based tools: Adobe Creative Suite, Microsoft Office, QuickBooks.

Position Responsibilities as Project Manager –
• Manage multiple projects at various stages of development
• Lead, coordinate, and is accountable for the activities of the project
• Provide and support creative solutions that are in line with project goals and understands their impact on cost, production, and other variables
• Maintain detailed budgets for all deliverables within projects and consistently update leadership on project standing
• Set and maintain the project schedule and communicates to the broader team, both internally and externally
• Communicate project status consistently to leadership and client
• Ensure project is meeting QA/QC standards and ensures required sign off and client approvals occurs
• Coordinate with internal staff on creating estimates for projects and type up quotes for client review, ensuring all information is accurate and pricing is correct
• Create PO’s for vendors/sending in appropriate information & artwork to get job into production
• Create estimates for clients
• Track jobs once in production ensuring all parties are up to date and all information has been communicated to all parties
• Advise and escalate alerts of due dates, errors and/or changes that would cause delay or potential customer dissatisfaction

**Expectations as a Project Manager II -**

• Maintain positive attitude with the team no matter the size or challenge of a project.
• Strong leadership skills - approachable, personable and calm under pressure
• Maintain a high level of professional decorum at all times while representing the company with internal staff, vendors/partners and clients
• Solution Focused
• Process Driven
• Stickler on the details
• Strong analytical and problem solving capabilities
• Positive attitude, a ‘can-do’ style, and stellar work ethic
• Amazing attention to detail (self-proofing), despite tight deadlines
• Strong ability to adapt in a changing environment with the ability to multi-task, effectively deal with ambiguity, and proactively ensure that progress and results are constant
• Ability to work independently and also build strong relationships with cross-functional teams
• Strong interpersonal communication skills and problem-solving skills
• Clear thinking with excellent communication skills
• Excellent email skills implementing a client-focused response at all times
• You will be executing special assignments and tasks under only general supervision
• You will be primarily engaged in work requiring the use of discretion and independent judgment with respect to matter of significance

**JOB TYPE //**
Full Time

**COMPENSATION //**
Compensation is BOE
Competitive Benefits Package

**TO APPLY //**
Please submit your cover letter and resume- along with relevant work experience/examples to Ashley@spm-design.com. No phone calls, please.