



Job Title: Project Manager  
Report to: Director of Project Management  
Location: Burlingame, CA  
FSLA: Exempt

### Essential Duties & Responsibilities

- Project lead liaison coordinating client, business developer, design, procurement and distribution from product inception to delivery
- Project Inception/Definition
  - attend kick off meeting
  - determine scope, goals, constraints and establish basic management controls
- Project Planning
  - define the project's team responsibilities/deliverables and anticipated challenges
  - establish timeline for project
  - provide insight to help select best vendor resources for the project
- Project Execution/Control
  - initiates take off, review costs and pricing for accuracy
  - partner with sales to address questions or issues with client
  - prototype review and QC analysis with designer/buyer
  - take appropriate action on developing issues and provide solutions
  - communicate progress with team, update status on timeline
  - promote and foster a strong team with open and transparent communication
  - facilitate and lead project meetings, manage change and conflict, develop resource planning estimates to manage project workload and productivity
  - manage and develop client relationships, attend key client meetings
  - share knowledge on relevant disciplines (Excel, materials, manufacturing processes, etc.)
  - assure all phases of the project follow the company's policies and procedures
- Project Delivery/Close-Out
  - client's project is delivered by mutually agreed upon time frame
  - evaluate customer's satisfaction via client/sales feedback
  - team project recap meeting / submit a written project recap and margin profitability report

### Requirements

- Bachelor Degree required
- 5 years minimum experience Project Management of design, architecture, hospitality or retail
- Project Management Certification a plus
- Proficient in Microsoft Office (Outlook, Excel, Power Point, Word)
- Process strong organizational, interpersonal, creative and reasoning ability
- Must be an innovative, strategic thinker with strong people management skills
- Excellent written, verbal and public communication skills
- Excellent analytical and decision making skills
- High attention to detail, accuracy and follow through
- Process focused and results drive, with ability to manage work done by others
- Comfortable working against aggressive deadlines, handling concurrently multiple tasks
- Strong interpersonal, problem solving, negotiating, influencing, and conflict resolutions skills