



CREATE+CO : JOB DESCRIPTION :: PROJECT MANAGER

Our **Project Manager** works directly with the Leadership Team and Design Director to plan, organize, facilitate, and manage all project communications, schedules and deliverables and acts as the primary client point of contact from start to finish. They are responsible for strategic vision, project planning, forecasting, follow up and documentation to provide a seamless and outstanding client experience throughout all phases of the project...every time.

RESPONSIBILITIES

- Work with the Design Director and Technical Director to plan out all phases of the project
- Assist in managing daily efforts of the project team and consultants to keep pace of the project schedule, details, and requirements
- Attend project kick-off meetings and assist with assigning internal resources
- Determine project deliverables and set all project milestones/deadlines
- Help Clients navigate complex situations with candor, urgency, and grace
- Expertise in facilitating and cultivating General Contractor and sub-trade relationships
- Attend all design/project meetings, set agenda, take notes, assign follow up task and coordinate consultants
- Monitor project against budget and flag team when project/timeline/budget deviate
- Escalate concerns to Leadership Team and Design Director as needed
- Support all construction administration processes and procedures for the firm
- Document and publish all project-related communication
- Attend and contribute to weekly project scheduling meetings
- Enter time daily and adhere to project budget expectations
- Review weekly project budget/time and monthly client invoices

QUALIFICATIONS

- Bachelor's degree in interior design, architecture, construction, business, or equivalent experience
- Minimum 5 years of experience in an interior design/architecture and/or construction environment
- Basic knowledge of AutoCAD Architecture a plus
- Proficiency in Adobe Creative Suite, and Microsoft Office
- Basic understanding of ADA guidelines and life safety/building codes
- Ability to self-motivate and work well in a team environment
- Ability to take command of a project from start to finish
- Expertise in commercial project design process, scheduling, and budgeting
- Expertise in facilitating and cultivating General Contractor and Sub-trade relationships
- Advanced knowledge of construction processes, materials, practices, standards, and methods
- Full understanding of industry-standard construction administration processes, practices, and standards
- Experience in construction/installation supervision and on-site troubleshooting
- Shrewd negotiator and skill to handle in-the-moment problem solving
- Excellent client/project management and communication skills
- Confidence in ideas presented, ability to pivot on the spot and drive decisions
- Ability to schedule, prioritize, and execute competing project demands
- Extreme attention to detail and possess wicked organizational skills
- Outstanding written, verbal, and interactive communication skills
- Openness to embrace new information, processes, and technologies

PERKS

- Competitive base compensation with annual bonus
- Monthly healthcare stipend
- Generous PTO and holiday schedule to encourage work/life balance
- Anniversary celebration and birthday perks
- Company and community social activities
- Countless continued education opportunities
- Weekly team lunches/free snacks/happy hours

DIVERSITY

We will provide equal opportunity to all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Please email all resumes to Shannon Murray at shannon@createandcompany.com

1023 EAST COLUMBUS DRIVE
TAMPA, FLORIDA 33605
CREATEANDCOMPANY.COM

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