

Project Manager

Job Description

This full-time position will be directly responsible for the successful financial and aesthetic outcome of multiple projects, working alongside a talented and diverse group of designers, fabricators, and internal & external resources supporting these efforts. A Project Manager (PM) is also in charge of cultivating and maintaining the ongoing relationship with specific Dillon Works' clients. The PM's responsibilities combine Sales with Project Management. The PM works with his or her clients, or accounts, to ensure that the relationship is mutually beneficial.

This position requires:

- Extensive experience leading custom design/build projects to successful outcomes.
- Positive motivation through leadership and example.
- As the primary project contact a proactive approach to both internal and client communication.
- Mastery of basic project management software tools including: MS Project, Word, and Excel, at minimum.
- Ability to proactively interact with architects, designers, general contractors, and demanding owners.
- The flexibility to travel with little notice, and potentially relocate temporarily to the project site for installations.
- A working knowledge of the design and fabrication processes, as well as the methods and materials common to this industry.
- The ability to routinely and regularly schedule and reschedule, track and forecast the project performance.
- A positive, determined attitude, and be well organized and energetic.
- The ability to juggle any number of project functions at any given time while maintaining an overview of all project criteria is a must.
- Proven experience in managing, tracking, and reconciling aggressive deadlines and budgets.
- Excellent communication skills, capable of articulating and coordinating critical project details to a wide range of recipients.

Responsibilities also include;

- Act as the primary point-of-contact for client accounts and lead day-to-day management of assigned projects.
- Cultivate and sustain a productive and profitable relationship with each client:
- Rigorously maintain complete and accurate documentation in ACT of all activities with clients, to keep client relationships clear and current.



- Regularly meet with Sales & Marketing to update the status of potential new work.
- Be responsible for managing the effort to propose new scopes of work. The A/PM will need to clearly communicate, and negotiate the required resources for these efforts, such as:
 - a. Estimating
 - b. Design and Production
 - c. Proposal Writing

Please send your resume to one of the following:

job@dillonworks.com

Fax: 425-493-8310

Dillon Works! Inc.

11775 Harbour Reach Dr.

Mukilteo, WA 98275

