



Logistic Project Manager

This person will support and manage the retail branding facility Nationwide Fortune 100 Company. This candidate will be the Logistic Project Manager for multiple projects simultaneously. The Logistic Project Manager interfaces and leads teams of designers, vendors, and contractors during all phases of projects.

Responsibilities:

- Providing support to the Senior Project Manager, Program Director, and or-Operations Director. Supporting the progress of the signage work orders and projects for either the West or Central region of the US.
- Ability to conceptualize, strategize delivery, and implementation of logistical planning for nationwide multisite rebranding of retail spaces from programming to closeout.
- Oversees processing of various documents including contracts, bids/proposals, budget request, purchase orders, change orders, requests for information, and payment applications.
- Strong understanding of scheduling and implementing deadlines. Managing at a high level the interior and exterior signage schedule completion.
- Leads team to make certain that design and construction takes place in a timely manner, with a minimum of disruption to the activities of the client and ongoing retail activities.
- Work within a team, which manages purchase order requests as well as use quality control process to meet important deadlines.
- Communicate with branch managers, vendors, and landlords to coordinate access to the branch when needed.
- Tracks and reports status of vendors, and suppliers to confirm that every project, within the overall program, is progressing on schedule across the nation.
- Review photographs from vendors to validate the completion of the signage project/work order at various branches in the nation.
- Preparation of management reports and quarterly status reports during preconstruction and construction for presentation to Fortune 100 level corporate clients. Preparing a quarterly scorecard showing the performance of sign vendors to complete work orders in 30 days and project progress completion for longer projects.
- Develops a plan for turnover of various project closeout documents, also establishes plan to track final punch list work to validate completion and acceptance.
- Software used: PMWeb, Prism, Spotlight and client internal sites.
- Lead weekly meetings with sign vendors for work order and project updates and creating agendas and meeting minutes.
- Assisting Senior Project Manager in other tasks to help track the progress in the National Signage Program.



Requirements:

- Bachelor's degree in facility management, construction management, business or a related field is required.
- Master's degree and professional license is desirable but not required.
- Minimum 5 years of experience managing the logistics of multi-site rebranding of retail spaces or renovation projects.
- Experience on multiple simultaneous projects on a nationwide platform is a plus.
- Computer skills, including proficiency web based program management systems
- Excellent verbal and written communication skills are very important.
- Applicant must exhibit initiative, responsibility and flexibility to overcome challenges and deliver projects on schedule and on budget.
- Comprehensive, diverse management skills and experience include: Leadership of project teams, excellent client relations, coordination with multiple stakeholders and monitoring multiple project budgets and schedules simultaneously are also required.

For more information visit www.con-real.com

To apply, send resume to salley@con-real.com