



## JOB DESCRIPTION

# PROJECT MANAGER

**Reports to:** Director, Project Management

### **Position Overview:**

The Project Manager is responsible for the end-to-end execution of assigned projects, ensuring they are delivered on time, within budget, and to defined quality standards. Reporting to the Director of Project Management, this role serves as the primary driver of project outcomes, translating sales intent into operational execution.

The Project Manager acts as the central point of coordination across Sales, Design, Production, and Installation—owning project scope, schedule, financial performance, and communication throughout the lifecycle.

### **Key Responsibilities:**

#### **Project Ownership & Execution**

- Own the execution of projects from handoff through completion, including delivery and invoicing
- Ensure alignment between project scope, client expectations, and production capabilities
- Drive accountability across internal teams to meet project commitments

#### **Project Planning & Scope Management**

- Develop detailed project plans defining scope, timelines, resources, and deliverables
- Validate project assumptions against estimates, drawings, and specifications
- Manage change orders and scope adjustments

#### **Cross-Functional Coordination**

- Serve as liaison between Sales, Production, and Design
- Ensure seamless communication across project lifecycle
- Coordinate with Production and Installation teams
- Resolve internal conflicts related to scope or schedule

#### **Quality Control & Delivery**

- Review deliverables throughout production for accuracy and quality
- Validate materials and outputs against specifications
- Ensure final deliverables meet company standards
- Identify risks related to scope, schedule, and materials

#### **Documentation & Systems Management**

- Maintain accurate work orders, proofs, and project documentation
- Ensure data entered into ERP (E2) is accurate



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- Ensure accurate and timely project invoicing

**Continuous Improvement**

- Identify process inefficiencies
- Document lessons learned
- Support best practice standardization

**Qualifications:**

- Project management experience in production, fabrication, or similar industries
- Strong understanding of materials, production processes, and installation
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office and ERP systems (E2 preferred)
- Strong communication and problem-solving skills

**Key Performance Indicators:**

- On-time project delivery
- Project margin performance
- Quality outcomes and rework reduction
- Timeliness of invoicing
- Cross-functional communication effectiveness