

## Project Manager

m Coy Group is Making the Vision Real™ by striving to create compelling branded environments. We work with architects, interior designers and owners. We are passionate about building strong working relationships with design professionals and clients. They create the unique vision for the branded environment. We fabricate and install the fixtures, graphics and décor items to make that vision real. Our comprehensive approach to accomplishing space and fixture designs allows us to deliver incredible results that are on time, on budget and as designed.

m Coy Group is highly recognized in the industry working with the top designers and top retailers on award winning branded environments. We embrace the idea that there are no stock solutions for custom retail environments and believes that all truly great solutions are collaborative efforts.

m Coy Group is expanding our Cleveland, OH office. We are seeking a **PROJECT MANAGER** to manage projects in concert with sales and manufacturing. Candidates must be self-motivated, extremely detail oriented, a solid team player with strong communication and collaboration skills. Candidates must be experienced in managing multiple high profile and time sensitive projects. Experience with the fabrication and installation of custom retail fixtures and displays is helpful. The ability to multi-task in a fast paced, creative culture with strict deadlines is a must.

### Job Scope

- Manage and collaborate with internal project teams consisting of designers and purchasing.
- Manage and collaborate with external teams consisting of designers, contractors, suppliers, installers, etc.
- Manage multiple high profile projects
- Prepare and coordinate project specifications, scopes of work and requests for quotations
- Prepare and present project estimates
- Prepare and manage project schedules
- Prepare and maintain project budgets
- Travel out of state for sales support, site meetings, site surveys, installation walk through, etc.

### Job Requirements

- Five years of project management experience
- 10% travel required
- Must be self-motivated and driven to succeed
- Must be able to work well in a team environment
- Must be able to handle and manage change
- Possess excellent communication skills (both written and verbal)
- Be able to communicate professionally
- Able to multi-task in a fast paced environment with strict deadlines
- Possess strong problem solving skills
- Proficiency in Word, Excel and Outlook
- Must be able to read and understand shop drawings and construction documents
- MS Project experience is a plus
- Benefits include:
  - Employer-paid health insurance
  - Paid holidays and vacations
  - Paid sick days
  - Profit sharing
  - Ability to work from home as needed

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position, and is not construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.

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