

## **Job Description: Project Manager**

**Date: 07/15/11**

**Department: Operations**

**Position Type: Salary, Exempt**

**Supervisor: VP, Sales & Operations**

**Location: Grand Prairie, TX**

### Job Overview:

The Project Manager provides direct management of all the activities at multiple job sites, on a daily basis, through the leadership and development of site project leads. The Project Manager assists with project due diligence, develops the scope of work for a given project, recruits and manages the work of team leads and team members, obtains bids from any subcontractors and vendors, develops and implements the project plan, prepares and manages the project schedules, and reports on the progress of the project.

### Essential Duties & Responsibilities:

- Implements the Project Work Plan for the entire project or portions of the project, as assigned. Revises the Project Work Plan to meet changing needs and requirements.
- Manages the work of the site team leads and team members from start to finish with minimal direct supervision.
- Updates and maintains the Project Schedule.
- Evaluates the progress of the work for all site employees and contractors.
- Reports on the progress of the work that is being managed with regard to scope of work, schedule, quality and material utilization, to both the client and Mallard Group
- Manages and observes all project safety requirements and reports any safety violations to the VP of Operations
- Coordinates multiple projects from an operational stand point, working with the client services team to insure an exceptional experience for the client.
- Estimates project cost, time and labor.
- Negotiates contracts with subcontractors, independent contractors and vendors on projects to insure all expectations are met by all parties.
- Schedules overall project logistics for crews and vendors.
- Recruits new independent contractors and Mallard Group employees.
- Assists in the company's growth by training and developing new leaders.
- Ensure that all project data and information from the field and project are stored correctly and accurately.
- Ensures projects are completed to plans, on time, on budget while providing an exceptional experience for the client and our crews.
- Provides weekly projects updates on all current and upcoming projects.
- Ensures compliance with various laws and regulations – such as OSHA, work force commission, permits, etc - are in compliance with local, state and federal regulations.
- Approves and reconciles payments to subcontractors, independent contractors, vendors and Mallard Group employees
- Supervises and develops Mallard Group Project Leads

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- Educates him or herself on industry changes
- Recognizes new leads and opportunities.
- Travels when needed with client service team to represent the operational side of the business.

### Qualifications:

- Detailed and organized
- Strong internal and external communication skills
- Self starter, coachable and solution minded
- Works well with clients, independent contractors, vendors and Mallard Group employees.
- Understands work flow processes
- A servant leader with high level of integrity
- Passionate about the team, client, project management, the retail industry and the service industry.
- Must have solid computer skills, especially with Microsoft Office products.
- Must be willing to travel.

### Experience:

Must have 3 years project management experience in the retail installation or merchandising industry.

### Education:

An associate's degree with merchandizing management or any related retail merchandizing or construction discipline is preferred.

***Mallard Group reserves the right to change or add duties to this position as may be deemed appropriate.***

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