

# Project Manager, Hatch38

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**Compensation:** \$ 55,000 – 67,000 /YR

## Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

*This position is for our studio Hatch 38, Colorado's premier commercial signage contractor.*

## Job Summary:

Primary responsibilities will be to manage projects from inception to completion, ensure that they are delivered on time, within budget, and according to the client's specifications. You will work closely with various departments across the organization such as sales, design, finance and contractors to ensure that projects are completed accordingly.

## Essential Functions

- Collaborate with clients, architects, designers, and stakeholders to understand project requirements, objectives, and constraints.
- Develop detailed project plans, including scope, timelines, budgets, and resource allocation.
- Coordinate with internal teams, such as designers, craftsmen, and installation crews, to ensure smooth project execution.
- Conduct regular site visits and status meetings to track progress, address challenges, and maintain effective communication to ensure timely completion.
- Prepare and manage project budgets, including tracking expenses, managing risk assessments, identifying potential cost-saving measures and controlling project costs.
- Oversee the installation process, ensuring adherence to specifications, quality standards, and industry best practices in conjunction with client needs, vendors and installation partners.
- Collaborate with coordination team on timely invoices and close out documentation.
- Other duties as assigned.

## Required Skills/Abilities

- Ability to read construction drawings and communicate with architects, engineers, general contractors, etc.

- Ability to manage budgets, schedules, and project partners from clients to vendors to internal staff.
- Strong written and verbal communication skills.
- Strong analytical and problem-solving capabilities.
- Excellent organizational and time management skills.
- Maintain a high level of professional decorum at all times while representing the company with internal staff, vendors/partners and clients.
- Proven ability in the use of computer-based tools: Adobe Creative Suite, Microsoft Office, QuickBooks. Google Workspace.

### **Education and Experience**

- 1+ years of experience as a project manager in architecture, industrial design, exhibit design, or signage fabrication.
- Experience in project development stages and processes within a creative or built environment preferred.
- Experience coordinating between multiple teams.

### **EEO Statement**

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*