

## **Benefits**

- 401k Retirement Plan
- Medical, Vision, and Dental Insurance
- Paid Time Off and Paid holidays.
- Company Picnics, Bowling Nights, & Early Fridays!

Crown Sign Systems Inc. (CSS) is a leading designer and manufacturer of architectural signage headquartered in Mount Vernon, New York. CSS' expertise spans across a variety of sectors including hospitality, health care, residential, retail, corporate, and education. Each project, no matter the size, is treated with individualized customer services from start to finish, design to installation, and everything in between.

We are seeking a motivated, talented, and detail-oriented Assistant Project Manager to join our team. Crown Sign Systems offers competitive salaries and benefits.

## **Responsibilities**

- Assist the Project Manager in all phases and aspects of the project.
- Complete tasks assigned by the Project Manager in an efficient and timely manner.
- Contribute to the planning and development of projects.
- Periodically attend construction meetings, site surveys, and walk-throughs.

## **Requirements**

- Experience in Signage Industry is a plus!
- Excellent verbal and written communication skills, along with a professional demeanor.
- Must be able to multitask and work in a fast-paced environment.
- Must be organized and able to work independently.
- High School diploma/GED required; Bachelor's Degree preferred.
- Proficient in Microsoft Office.
- Strong attention to detail and problem-solving skills.
- Knowledge of reading architectural drawings and design specifications a plus.

## **Schedule**

- Monday – Thursday; 7:30 am to 4:30 pm | Friday; 7:30 am to 1:30 pm