

Benefits

- 401k Retirement Plan, Medical, Vision, and Dental Insurance.
- Paid Time Off and Paid holidays.
- Company Picnic, 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 Project Manager to join our team. Crown Sign Systems offers competitive salary and benefits.

Responsibilities

- Oversee the management of each project and work with the design, development, manufacturing, and installation phase to ensure client deadlines are met
- Responsible for day-to-day communication with clients to provide project updates and ability to develop long term relationships with clients
- Utilize communication skills to attend and present project updates during in-person and virtual construction meetings
- Attend site surveys and project walk-throughs as needed
- Utilize communication and time management skills to manage flow of information to and from the art department
- Coordinate projects with the in-house production team
- Schedule and coordinate installations, including getting any necessary permitting, coordinating equipment rental, and coordinating manpower for PLA or union work
- Provide weekly status updates to the leadership team

Qualifications

- 2+ years of construction project management experience
- Bachelor's degree required
- Experience in the 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

- Must have basic knowledge of Microsoft Excel, Microsoft Project (or comparable program)

Schedule

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

Salary based on experience.