

Project Manager

True Metal Solutions, LLC - Phoenix, AZ

TMS Vision, Mission and Core Values:

Vision: We will become the preferred designer, builder, and installer of unique, architectural metal solutions by incorporating our team's proven expertise, highly-valued accomplishments, and trusted reputation.

Mission: We will safely deliver high-quality, cost-effective, and on-schedule projects by employing and supporting knowledgeable, motivated, flexible, and focused teams. We value the importance of fostering long-term relationships and will continue to remain fair, true and sincere in our transactions with our employees, customers, suppliers, and partners.

We are committed to live these core values...

- *Collaborate to Help each other Succeed*
- *Treat Every Person with Respect*
- *Keep those around us Safe*
- *Do what you say and be Accountable*
- *Experiment, Invent and Learn*

Position Summary

The Project Manager is responsible for quality, schedule and budget performance on TMS projects ranging in size from \$100K to \$2M. Fulfilling this role requires management of commitments across the organization including management of the interfaces between functional groups (where gaps can arise). The Project Manager will report directly to The Director of Project Management.

Characteristics Required for the TMS Culture:

- Orientation and willingness to make and keep commitments to external and internal customers
- Passion for working collaboratively
- Willingness to maintain open and honest communication - full disclosure
- Ambition for the future focused on producing a career that takes care of you and your family
- Passion for continuous learning and innovation – willingness to experiment
- Ability and interest to work in an always changing environment
- Ability to handle ambiguity and design systems to organize operations
- Strong multi-tasking skills and ability to prioritize
- Willingness to engage in multiple areas and make offers of help to others
- Friendly and open communication with others – ability and willingness to teach and learn
- Creative and innovative - disdain for the status quo
- Strong follower with humility – strong leader where competent
- Detail oriented and focused on precision and accuracy

Commitments & Responsibilities

- Support and Lead department and Company Innovation
- Support Business Development and Client Account Management
- Direct and manage project development from beginning to end.
- Define project scope, schedule, cost, resources, quality, and deliverables in collaboration with customers and TMS Management.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Estimate the resources needed to achieve project goals.
- Draft and submit change order proposals and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines, milestones and deliverables using appropriate tools.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Proactively manage changes in project scope (via change order process), identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project reviews and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.

Minimum Education and demonstrated accomplishments:

- Demonstrated financial acumen
- Proven project management skills, with sophisticated understanding of scope, schedule, cost, quality, resource, and deliverable management
- Outstanding work ethic
- Demonstrated Customer Service skills
- Demonstrated communications skills both written and oral
- Strong interpersonal and relationship skills
- Advanced skills with Excel and Word and scheduling software like MS Project or Smartsheet
- Bachelor's Degree (or equivalent Experience)

Salary Range: Negotiable depending on demonstrated accomplishments

Job Type: Full-time

Required experience: 3 years minimum

Send resumes: damon.brown@truemetalsolutions.com