



## **Job Title: Design Project Manager**

JANSON is the premier destination for communications professionals. We have a reputation for delivering solutions that bring our customers' mission to life! We love what we do. We take care of our customers, our employees, and others. We have an outreach program that is designed to make an impact in every state that JANSON conducts business in. If you're ready to make a difference while enhancing your career and growth goals – we would love for you to join us!

The ideal candidate must have superior planning and management expertise for Industrial (ID) and Graphic Design (GD) teams'. This position provides management oversight on all team activity and output, ensuring that work is planned and executed properly, risks are mitigated, proper forecasting of requirements are met, and design budgets are managed. The ideal candidate can work very well across multiple projects, independently as well as an incredibly strong team player with the ability to effectively manage schedules across multiple projects with a range of deliverables from ideation sketches, CAD files and renderings, permanent installs as well as traveling displays, product prototypes to logos and brand work, newly designed and refreshed websites, and packaging design.

### **REQUIRED EXPERIENCE/QUALIFICATIONS: Minimum 5 years**

- Bachelor's Degree in related field
- PMP certification preferred
- Experience planning and managing complex projects, resulting in successful project execution
- Experience and skill in client account management, including giving presentations, translating project requirements and feedback, and establishing and maintaining strong relationships.
- Experience managing others, excellent interpersonal skills, and the ability to motivate a team to do their best work
- Ability to accomplish big picture objectives through a strong focus on detail
- Ability to maintain composure under pressure, strong leadership skills, and aptitude in on-the-fly decision making and problem solving
- Outstanding organizational habits and abilities
- Mastery of project management software and other digital tools of the trade
- Must be a self-starter, highly motivated individual that works well with a team and adapts to dynamic environment changes
- Passionate about their work and results driven

- Have a high level of passion, resourcefulness, independent thinking, strong communication and interpersonal skills

#### **PREFERRED EXPERIENCE**

- 8+ years of project management experience, ideally in a creative field
- Familiarity with CAD software, mechanical engineering, product development, and manufacturing processes
- Personal or professional background in fabrication or craftsmanship
- Familiarity with graphic and web design, branding, packaging design, and UI/UX

#### **Objectives of this Role**

- Translator - Create clear, actionable directions for your team based on information received from clients and their project requirements. Know when and how to give the right kind of professional updates to our clients to keep them up to date, to build and maintain strong relationships, and to keep our work on track.
- Logistician - Foresee problems that may arise on projects before they become difficult to manage, or they derail our progress, budget, or teamwork. Plan and communicate project timelines, internal and external milestones, and adapt them as they progress. Balance and manage your team's workload.
- Mainstay - Regardless of the landscape of our work and its requirements, remain in control as an example to your team, employ forward-thinking strategies in problem solving, and keep your team focused on solutions instead of dwelling on challenges.

#### **JANSON provides a competitive benefits package with all the things we love and need:**

- Competitive base salary
- Work from home flexibility
- Medical, Dental and Vision Insurance
- 401K with matching incentive
- Short and Long-term disability
- Life insurance
- PTO
- Paid holidays
- Professional development opportunities

We are seeking an experienced Design Project Manager to work full-time on our Facilities Modernization team in Northern Virginia. This position will be 100% remote for the remainder of 2021 with the possibility of 100% remote in 2022. In person team meetings are 1-2 times per week with travel required approx. 15% each year.

JANSON is an equal opportunity employer.