

PROJECT MANAGER

Regular Full-Time



PROFESSIONAL IMAGE

THE PACKAGING SPECIALISTS



OVERVIEW

Professional Image, Inc., is seeking a project manager for our Tulsa, Oklahoma facility to facilitate complex project details with clients via face-to-face, phone, and email. In this role, attention to detail, excellent written and verbal communication skills as well as a desire to be customer-focused are keys to a success.

We maintain a stellar reputation in the industry and are enjoying rapid growth. This is an ideal role to invest your talents into as you will have ample opportunity to learn new skills and advance to new opportunities.

For this position, we offer:

- Full-time position with overtime based upon need
- Medical, prescription, and dental benefits with employee contribution
- 401(k) with company match
- Paid vacation time
- Opportunity for advancement
- Relocation assistance available



RESPONSIBILITIES

- Coordinate internal resources and third parties/vendors for the execution of projects.
- Assist in the definition of a project - writing quotes, and submitting products.
- Ensure that all projects are delivered on-time, and within scope and budget.
- Assist sales representatives with resources, availability, and preparation of jobs for production.
- Manage changes to the project, project schedule, and project costs using appropriate verification techniques.
- Successfully manage multiple client relationships.



QUALIFICATIONS

Skills and Experience:

- Project management experience preferred.
- Strong organizational skills including the ability pay attention to detail while multitasking.
- Possess strong communication skills, both written and verbal.
- Proficiency with Microsoft Office applications, primarily Excel and Word.