**Signage and Graphics Project Manager**

**Role Overview:**

Our client is a signage company who design, manufacture and install signage solutions across a variety of industries. They are looking for a an experienced and proactive **Project Manager** to lead the signage projects from concept to completion, ensuring outstanding results every step of the way..

Our client offers a salary of between £32,000 and £38,000 dependent on experience. The role is office based and the hours are 08.30am – 5.00pm.

**Your Role as a Project Manager**

**Project Leadership**

* Take ownership of the entire project lifecycle – from initial design to production and final installation.
* Develop comprehensive project plans, timelines, and budgets that align with client expectations.

**Client-Centered Approach**

* Act as the main point of contact for clients, fostering strong relationships through clear communication and top-notch service.
* Address client concerns and feedback efficiently to maintain satisfaction.

**Team Collaboration**

* Work closely with designers, production staff, and installation teams to ensure projects run seamlessly.
* Strategically allocate resources and manage team workloads to meet deadlines.

**Quality & Compliance Oversight**

* Monitor projects to uphold the highest quality standards and adhere to safety regulations.
* Conduct site visits to oversee installations, troubleshoot challenges, and ensure excellence.

**Risk & Budget Management**

* Identify potential risks early and implement effective mitigation strategies.
* Keep a close eye on budgets, ensuring projects are delivered on time and within financial constraints.

**Driving Process Improvements**

* Continuously identify opportunities to enhance workflows, improve efficiency, and reduce costs.

**What You Bring to the Table**

* Proven experience managing signage projects from start to finish.
* Familiarity with signage production, materials, and installation techniques.
* Proficiency with Microsoft Office Suite and relevant project management tools.
* Strong organizational skills with the ability to juggle multiple priorities.
* Outstanding communication and interpersonal abilities to build trust with clients and teams.
* A problem-solving mindset and keen attention to detail.
* Leadership skills to inspire and coordinate cross-functional teams.
* Relevant trade accreditations (e.g., SSSTS certification).
* Knowledge of preparing and presenting risk assessments and method statements (RAMS).

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Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".