



Job description

Project Manager

CityScapes International – Hilliard Ohio

Full Time, Salaried Position

Looking to grow our team. Are you ready for a change? Are you an organized individual who likes dealing with clients? We've got a career move for you!

CityScapes International is looking for a detail-oriented individual to join our Project Management team. We are looking for someone who learns quickly and is comfortable communicating directly with a diverse group of clients. We offer a professional atmosphere of positive thinking people who are continually developing new products across myriad platforms and marketing channels. You would be working with clients and architects that specify these products including our in-house Engineers throughout the entire order management process. In return, you can expect a competitive compensation package, working alongside an insightful and motivated group of people in a beautiful office environment. Our state-of-the-art manufacturing facility builds high-quality, made in the USA products for B-B, distribution, and direct consumer sales.

Our central Columbus location on Lyman Ct off 270/Cemetery Rd consists of our 155,000 sq. ft. office and manufacturing facility. Many of our products can be viewed on the beautiful acreage and surrounding greenspaces. The facility includes an attractive break area with a full kitchen and a state-of-the-art workout facility with private changing rooms, showers, and even a personal trainer.

Essential Job Functions:

Project Management skills are key in this role. Understanding the scope of work per plans and customer provided design details to prepare budget quotes and firm pricing to clients. Time management and multi-tasking skills are necessary along with positively communicating and delivering project details to our Engineering and Productions Teams are key components to the success of this position.

- Preparing budget quotes and firm pricing for clients.
- Utilizing opportunities to present and quote multiple products manufactured by Cityscapes.
- Coordinate and prioritize multiple projects concurrently to client and project schedules.

- Monitor and communicate project schedule concerns internally and with clients.
- Regular follow up with clients, subcontractors and/or architects while maintaining positive professional relationships.
- Interact effectively with employees at all levels of the company.

Requirements:

- Excellent communication skills
- Possess time management and multi-tasking skills
- Takes initiative and works independently
- Works collaboratively in a close team environment
- Possesses flexibility and adaptability to shifting priorities
- Ability to problem solve – looks beyond the obvious to find solutions
- Organize and prioritize functions daily to ensure all tasks are completed accurately and efficiently with a strong attention to detail.

Qualifications:

- Prefer BA/BS degree or equivalent experience
- 2+ years' Project Management experience
- Previous estimating and sales experience are a plus
- Building materials industry or construction experience a plus
- Proficiency in CRM systems, MS Outlook, Word and Excel

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Experience level:

- 2 years



Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Microsoft Office: 2 years (Preferred)
- Project Management: 2 years (Preferred)

Work Location: In person