



2018 Washington DC Small Business Person of the Year

PROVEN Management is seeking a Project Manager/ Space Planner to work full-time In the Philadelphia office. Candidate must have a bachelors degree in ether Interior Design or Architecture.

This is a career level project management position that requires mastery of the Associate level Project Manager and design skills and duties and is responsible for all aspects of the development and implementation of assigned projects. This position has overall project management responsibility and provides a single point of contact for those projects. Uses independent judgment in applying Project Management fundamentals, working with minimal supervision. Interacts with senior internal and external contacts. External contacts include overseeing contractors and providing information to or exchanging information with third parties. Travel is estimated to be about 5%-10% of the time.

Job Responsibilities

Develops and defines project scope and objectives.

Establishes and leads project team with agreed-upon roles and responsibilities.

Obtain commitment on detailed work plans including schedule, resource, contingency and communication plans.

Obtains management approval as needed and is responsible for project tracking and analysis of project scope and schedule.

Ensures project documentation is maintained.

Manages dates, operations, tasks and scheduling in current software system

Ensures all specialized materials are ordered in a timely manner.

Manages the integration of vendor tasks and tracks and reviews vendor deliverables.

Communicates project status on a regular basis to all stakeholders.

Assesses project risk and formulates mitigate contingency plans.

Implements quality standards, reviews project deliverables and communicates variances accordingly.

Identify and communicate lessons learned and incorporate prior lessons learned as best practices into projects.

Adjusts project scope, with project sponsor approval, and schedule as appropriate to accommodate change

Identifies project performance issues, analyzes and addresses them in a timely manner.

Effectively completes multiple projects concurrently.

Represents and promotes the project and its contribution to company goals.

Provides technical and analytical guidance to project team.

Recommends and takes action to direct the analysis and resolution of problems.

Reviews designs and makes recommendations

Successful candidate will have:

A demonstrated ability to provide technical input, guidance and decisions on furniture, furnishing, space, design and/ or delivery

Revit and AutoCAD proficiency

Ability to operate computer-based systems

Strong aptitude for managing furniture, furnishing, space and/or design projects in varying degree of size and complexity

Ability to handle a degree of project size and complexity

Ability to handle multiple tasks and prioritize items

Possess effective oral and written communication skill

Detail oriented

Teamwork Skills

PROVEN is strongly seeking persons that have over five years working with furniture design firms and experience supporting Government agencies is a plus