



## JOB DESCRIPTION **PROGRAM MANAGER**

Evolve Solutions, LLC is a high-end custom fabrication company based in Painesville, OH. We make awesome happen every day. Our clients are some of the biggest motorsport teams, marketing agencies and brands in the world, for which we assist in designing and fabricating race transporters and experiential displays. We have a sharp focus on client satisfaction and a desire for continued innovation.

The Program Manager oversees and manages client and internal projects with outstanding results -- delivering projects that are on time and on budget. This position reports to the Vice President of Operations.

### **WHAT YOU CAN EXPECT IN THIS ROLE:**

This position will assist the Vice President of Operations in creating and managing project plans that include client management, timeline and budget development and management, sub-vendor selection and management, production strategy and logistics from start to finish. Success in this role includes the ability to effectively manage client relations, multi-task, prioritize, delegate, and apply resources effectively in a fast paced, dynamic environment.

### **KEY RESPONSIBILITIES:**

- Determines and defines project scope and objectives
- Predicts and manages resources of project in an effective and efficient manner
- Prepares and monitors budget throughout project
- Communicates project production plans to team and manager and monitors results
- Provides clear and actionable information related to the build out to all team members on each project
- Guides clients and sub-vendors regarding project execution strategies and tactical decisions
- Updates, tracks, and analyzes internal documents such as work-back schedules, routing, and budgets
- Manages daily direct reports including goal setting and tracking
- Assists in growing, developing, and maintaining vendor database and relationships
- Conducts debrief meetings after each project for process improvement
- Manages internal projects as needed for location
- Completes all other related tasks as assigned by management

### **TOP SKILLS:**

- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills including attention to detail
- Strong analytical and problem-solving skills
- Ability to handle multiple projects at one time
- Ability to prioritize tasks and delegate when appropriate
- Ability to work under stress and maintain tight deadlines
- Comfortable working in a fast-paced environment

This is a full-time position with a competitive salary and an excellent benefits package to include FREE medical and dental coverage.

**Equal Opportunity Employer**