



## **Job Description Associate Project Manager**

### **Primary Functions:**

An IDO Incorporated Associate Project Manager is a seasoned associate who focuses on project leadership, project management and customer service. In this role, an Associate Project Manager is responsible for leading, directing, executing and delivering on a wide variety of project types, including traditional design projects, specialized move management and small facility/furniture coordination projects across multiple client sites, while also supporting our company strategies to boost efficiency and productivity. This role will also require mentorship to less experienced teammates to be able to better control workflows amongst the team as a whole.

### **Qualifications:**

1. A four (4) year Bachelor College Degree is required (CIDA accredited preferred), preferably in Interior Design, Facility Management, Project Management, or a related discipline.
2. Experience: Eight to fifteen years in the field is preferred; Previous project management experience; Three to five years of relevant (laboratory) experience is preferred but not required.
3. Possess a high level of interpersonal skills to create, build upon, nurture and continuously improve strong business relationships with all our business partners.
4. Be able to professionally interact and communicate with all Clients, External Disciplines, Vendors and fellow Associates - both in verbal and written format, to improve our delivery process.
5. Possess a strong knowledge base of construction documents.
6. Furniture knowledge is highly desired.
7. Possess an understanding of project management workflow.
8. Be able to review workflow for accuracy, be detail-oriented and provide suggestions for changes as necessary to effectively and efficiently move the project phases along with precision.
9. Possess excellent critical & strategic thinking skills and display proven success in the planning and supporting of the Firm's execution and delivery phases of (complex) projects.
10. Perform in a team leader / team player role, by supporting our Business Partners' team goals and objectives.
11. Be able to validate IDO Incorporated's sound image and reputation, by projecting a favorable, courteous and professional demeanor.
12. Demonstrate a high level of trustworthiness by handling sensitive and confidential information.



13. Be able to continually apply due diligence to both the Specialized Move Management process and Design process.
14. Embrace and engage the highest level of business ethics in this role.
15. Required technical skills include proficiency in the following software applications:
  - Microsoft Office suite including MS Word, MS Excel, MS Outlook and MS PowerPoint
  - AutoCAD experience is required
  - Revit knowledge is desirable
16. Supplementary software applications where technical skills are considered valuable, but can be trained on-the-job:
  - Adobe Photoshop
  - Ajera Timeslip monitoring and entering
  - Microsoft Teams and OneNote
  - CET Configura

### **General Responsibilities:**

In the area of client service delivery, an Associate Project Manager is responsible for ensuring that the coordination and facilitation of both design projects and specialized move management related activities, with various and numerous other contracting disciplines & vendors are executed from concept through completion in an efficient and successful manner. Other general responsibilities specific to the Associate Project Manager role include:

- Supporting the Mission, Vision and Goals of the Firm
- Supporting the efforts, maintenance and promotion of IDO Incorporated's professionally managed organization.
- Actively and meaningfully promotes and defends a culture that reflects the organization's values and beliefs.

### **Key Responsibilities:**

1. Lead and/or Co-facilitate meetings with clients to fully understand their mission, scope, requirements, and desired project outcome.
2. Lead the coordination and facilitation of complex projects in conjunction with our client's commercial real estate services company (if applicable) and various architectural and engineering partner groups.
3. Integrate what the Clients have, what the Clients need and (if applicable) who the Clients need to be with to yield optimal solutions for highly functional and operational commercial and/or lab environments.
4. If applicable, utilize the Client's unique programs and processes to schedule crews to perform work, document detailed instructions, including new/existing drawings, and perform drawing updates.



5. Coordinate all project activities across the functional Client department(s) and vendors according to the contract and scope of work.
6. Develop drawings to produce ideal interior and/or lab environments.
7. Maintain strong relationships with the Clients' end users and ensure high satisfaction of our projects from start through post-occupancy by displaying solid problem solving, judgment, negotiating, influencing, and employing one's decision-making skills.
8. Develop, maintain, nurture and sustain strong business partnerships & relationships with key project personnel: Examples include, but are not limited to - Building Coordinator, Move Contractor, Construction Foreman and Architectural Lead
9. Research and develop new initiatives and technology to improve service, enhance revenue, improve efficiencies, and realize system wide opportunities.
10. If applicable, immerse oneself into learning and understanding the lab equipment being worked with.
11. Communicate-communicate-communicate. Provide open channels of communication and interface with the Client, other contractors, vendors, and IDO Associates;
12. Drive, desire, push and self-motivate oneself, to utilize current technologies to achieve specialized move management and design project excellence.

### **Desired Attributes:**

- Punctual and timely
- Effective and efficient communication skill set required, both verbal and written
- Ability to coordinate with various technical teams
- Detail oriented
- Accountable
- Ability to organize, prioritize and thrive in a deadline driven environment
- Ability to identify and solve complex problems and issues
- Resourceful
- Continuous learner and knowledge sharer
- Overall team management and alignment
- Motivated self-starter
- Responsible for ongoing healthy and positive culture
- Owning client relationships
- Able to maintain a high level of confidentiality

**IDO is an equal opportunity employer Minority/Female/Disabled/Veteran. Applicants must include a resume and cover letter to be considered.**