

satis&fy Project Manager Job Description

satis&fy is one of the leading international full-service production companies, specializing in planning and delivering technical support for professional events and trade shows. We have served clients in diverse industries in Europe, the United States and other countries around the world for more than 25 years. Besides the traditional services such as Lighting, Audio, Video, Rigging, Staging and Logistics, our portfolio also includes Exhibit Construction, Furniture, Event Design, Graphics, Display and Inventory too.

We are looking for a Project Manager with experience in event production / experiential marketing effective immediately.

Position Location: Hillsboro, OR

Classification: exempt / full time

Remote: Flex/hybrid

Travel: up to 50%; as needed by project demands

Relocation: not offered for this position

Your Duties

- Maintain excellent client relationships
- Develop and maintain industry connections
- Highly organized and structured, while also maintaining flexibility
- Able to execute numerous competing priorities simultaneously
- Schedule-driven, with excellent accountability
- Ability to plan, organize, and execute events with a budget of \$5000 - \$2M
- Develop and maintain professional network of sub-contractors and vendors
- Create budgets based on client needs, and submit competitive proposals
- Negotiate with suppliers and clients to maintain excellent profitability
- Execute projects based on shifting deadlines and requirements that adhere to established budget

Position Requirements

- Work flexible hours; including what can be extremely working long days during event execution, and odd hours at client request
- Help foster a collaborative and supportive working environment
- Is resourceful, self- motivated, calm, detail oriented and organized
- Must be able to work in front of a computer for long periods of time and also be on site when needed
- Excellent time management skills

Your Qualifications

- Experience in Project Management or Equivalent for 5 years specifically in the Design and Fabrication industry preferred
- Bachelor's degree in relevant field
- Is comfortable / at ease interacting with clients
- Enthusiasm for working in a multi-cultural team with diverse heritage, processes, and people
- Ability to learn and become expert in proprietary software. Past PM software use is a plus
- Strong working knowledge of design elements and costs as well as handling budgets
- Ability to stay calm and professional in high pressure situations
- Excellent skill and experience in requesting cost and time estimates from vendors
- Advanced Microsoft Office Skills (including outlook, teams etc..)

Benefits: We offer medical, dental, vision, life and other voluntary coverages; 401K plan, gym reimbursement and generous PTO + holiday package.

Please keep in mind that this job description is not intended to be a complete list of all duties and responsibilities associated with the position; tasks may change as deemed necessary at any time due to changing business conditions. This job description does not constitute an employment agreement between the employer and the employee.

satis&fy LLC is proud to be an equal employment opportunity employer and does not discriminate on the basis of gender, gender identification, age, race, color, religion, national origin, sexual orientation, genetic information, mental or physical disability, marital status, uniformed services status, or any other state or federally protected classifications.

If you would like to apply to this position, please email your application to nischitashrestha@satis-fy.com.