



Project Manager Oversight (PMO)

The Bridge Group is seeking an experienced manager to oversee and support our team that is dedicated to one of our clients while also working on projects for our client.

In this role, you will track processes, programs, and systems as well as working with cross-functional teams to improve current processes.

The ideal candidate will have an architectural background, with office management and/or facilities operations experience and will be a detail-oriented, get-things-done individual who enjoys a fast-paced environment.

The position is an exciting opportunity to work at an energetic company that values work-life balance. This position is based in Menlo Park, CA.

Responsibilities will include:

- Understanding the goals of the client's workplace design program and supplier partners to create a shared understanding for the program strategy, implementation, and performance evaluation metrics.
- Possessing strong leadership skills, office/project management ability, and a positive approach in leading staff, clients, and project related issues.
- Developing, motivating and mentoring project managers to ensure high performance and continuous development.
- Developing innovative and creative ways to evolve programs to meet our client's cultural values.
- Recognizing areas for internal improvement and development plans for implementation.
- Leading or participating in process improvement initiatives, as assigned, and promote the sharing of standard methodologies.
- Managing metrics to support project targets/deliverables.
- Provide reports to senior management on project status.
- Identifying needs and driving improvement.
- Functioning as a "working manager" meaning the ideal candidate will be taking on projects or programs and developing them.

Qualifications:

- BA/BS degree in architecture, environmental design, project management
- Minimum of 5+ years of management experience.
- Ability to think strategically.
- Ability to pivot quickly and refocus.
- Ability to prioritize and manage multiple deliverables.
- Must have expertise in the Microsoft Office including Outlook, Word, Excel, Powerpoint and SharePoint.
- Experience using Asana.
- Experience editing documents in Adobe or Bluebeam.
- Excellent communication skills, both written and verbal.



- Creative thinker - enjoys thinking outside of the box

Compensation:

1. Competitive salary
2. Health, Dental, Vision, Life coverage
3. Retirement plus company matching
4. Generous PTO policy