



### **Workplace Design Sustainability Manager**

The Bridge Group is seeking an experienced Workplace Design Sustainability Manager with a focus in Ergonomics & Wellness to support our client in the South Bay.

In this role, you will be closely involved in the continued development and reimagining of our Client's existing global Ergonomic Program and will establish the wellness component of the Program. You will also develop new processes and tools to enhance and support the Program and measure the Program's success working closely with the Client and its various cross-functional teams on a daily basis.

The ideal candidate will be a detail-oriented, get-things-done individual who has a track record to deliver complex programs in 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 and will report to the Workplace Design Sustainability Program Lead.

#### **Responsibilities will include:**

- Identity, develop and execute opportunities and initiatives to meet Client's goals.
- Identify Client's internal stakeholders and their involvement.
- Research and benchmark industry's trends in the ergonomics and wellness sectors.
- Create succinct presentations for the Client.
- Provide weekly project updates to the Client.
- Define metrics to measure Program's success and inform improvements.
- Work within established budgets
- Manage vendor relationships per contractual agreements.

#### **Qualifications:**

- Strong background & experience in sustainability, project /program management.
- Minimum 10 years of experience in working in a fast-paced environment.
- BA/BS degree in architecture, environmental design, sustainability, project management.
- Experience in creating projects/programs from scratch.
- Experience in research and development.
- 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.
- A self-starter.

**Preferred Qualifications:**

- Experience in working on global program/projects with global partners.
- LEED and/or WELL accreditation.

**Compensation:**

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