



### **Standards Project Manager**

The Bridge Group, LLC has an open position for a Standards Project Manager to support our client in the South Bay. The candidate will be closely involved in the creation and implementation of standards and involved in the development of culture at our client's locations. This leader will advance the strategy of programs with the responsibility of creating scalable solutions as our client grows. We are looking for someone with an architecture background who possesses strong skills in collaboration, change management, stakeholder engagement, and extensive experience managing programs on a large scale. The position is an exciting opportunity to work at an energetic company that values work-life balance. This is a project manager position based in Menlo Park but may involve some travel.

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

1. Coordinating with a team of global cross functional partners on development and change management of the standards
2. Addressing project issues as they relate to standards by working with the global PM & facilities teams
3. Leading monthly conversations with the project managers and facilities teams, creating agendas based on arising questions / issues, and following up on coordination and close of out on the topics.
4. Managing the intake, coordination, and roll out changes to the standards twice yearly
5. Maintaining and building new sections in the standards, as necessary
6. Organizing and overseeing the educational series as part of the change socialization
7. Coordinating with a team of cross functional partners
8. Developing new space types per requests from client teams, to address business growth and requirements
9. Understand the goals of the Workplace Design program and supplier partners to create a shared understanding for the program strategy, implementation, and performance evaluation metrics
10. Building program strategies including guidelines, principles, and frameworks
11. Managing a team to develop consistency driving towards the goals of the program
12. Developing innovative and creative ways to evolve programs to meet cultural values
13. Identifying needs and driving improvement

#### **Qualifications:**

1. Architectural or related background
2. Project management experience
3. Experience creating standards
4. Dynamic self-starter able to move fast, pivot and remain autonomous
5. Must be organized and know how to prioritize
6. Be able to balance program design, with operational priorities to meet budget objectives, while delivering a phenomenal workplace experience
7. Proven leadership skills, including collaboration, communications, and presentation
8. Proactive, results and detail oriented, with a can-do attitude and strict attention to detail in meeting critical deadlines
9. Must be resourceful and able to self-manage



10. Must have expertise in the Microsoft Office including Outlook, Word, Excel, Powerpoint and SharePoint
11. Experience using Asana
12. Experience editing documents in Adobe or Bluebeam
13. Excellent communication skills, both written and verbal
14. Creative thinker - enjoys thinking outside of the box

**Compensation:**

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