

# THE BRIDGE GROUP

CONSTRUCTION & PROJECT MANAGEMENT



The Bridge Group, LLC is a San Francisco based project management firm. Specializing in construction project management, move management and facilities consulting services, we are expanding our team and need a multi-faceted and experienced project manager.

We are recognized and respected in the industry for our impeccable work and solid reputation. The Bridge Group partners with a diverse range of clients including hi-tech headquarters and campus work, healthcare, biotech, and non-profit work.

## Opportunity

The Bridge Group is seeking a Project Manager to be dedicated full-time to our client, Meta. This position is based in Menlo Park but may involve some travel. The ideal candidate is a creative individual who has a project management background and experience with facilities.

## Responsibilities include but are not limited to:

1. Continue to develop and improve the online hub used to support the work-from-home experience for employees.
2. Direct and coordinate 3D tours of offices globally. These tours will be used for recruiting purposes. Some travel will be required.
3. Continue to develop existing office design programs as it pertains to Diversity and Inclusion. Extract what's already being done and create a story/message to share. Create a scorecard system to track implementation and feedback.

## Qualifications include:

1. Bachelor's degree
2. At least 5+ years of experience in project management
3. Experience working in facilities
4. Must have excellent computer skills
5. Excellent communication skills, both written and verbal
6. Detail oriented
7. Innovative thinker, good communicator
8. Organized, knows how to prioritize
9. Ability to solve problems

## Compensation:

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

## Interested?

Send your cover letter and resume to [tamara@the-bg.com](mailto:tamara@the-bg.com). We look forward in hearing from you!