

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 workplace 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 Signage and Wayfinding Project Manager to be dedicated full-time to our client. We are looking for someone with strong skills in collaboration, change management, stakeholder engagement, and extensive experience managing programs on a large scale. 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 position is based in Menlo Park but may involve some travel.

Responsibilities, with a focus on signage may include:

1. Work closely with the Workplace Design team for any signage standards that need to be updated
2. Coordinating with a team of global cross functional partners on development and change management of the standards
3. Addressing project issues as they relate to standards by working with the global PM & facilities teams
4. 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.
5. Managing the intake, coordination, and roll out changes to the standards twice yearly
6. Maintaining and building new sections in the standards, as necessary
7. Organizing and overseeing the educational series as part of the change socialization
8. Coordinating with a team of cross functional partners
9. Developing new space types per requests from client teams, to address business growth and requirements
10. 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
11. Building program strategies including guidelines, principles, and frameworks
12. Developing innovative and creative ways to evolve programs to meet cultural values
13. Identifying needs and driving improvement

Qualifications include:

1. At least 5+ years of experience in developing clear directional and wayfinding signage

2. A leader who has demonstrated success managing large and complex projects
3. Strong project management background
4. Dynamic self-starter able to move fast, pivot and remain autonomous
5. Must have excellent computer skills
6. Excellent communication skills, both written and verbal
7. Detail oriented
8. Experience editing documents in Adobe or Bluebeam
9. Innovative thinker, good communicator
10. Organized, knows how to prioritize
11. Ability to solve problems

Compensation:

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

Interested? Send your cover letter and resume to tamara@the-bg.com. We look forward in hearing from you!