



The Bridge Group is a fast-growing woman and minority-owned project management and workplace services consulting firm. We serve a diverse clientele of top tier companies globally from our headquarters in the San Francisco Bay Area and our office in New York City.

Our highly skilled team has vast experience in a wide variety of disciplines endowing them with a deep understanding of design and construction as well as compressive knowledge of the workplace. Equally, we focus on the human element of our roles bringing well developed communication skills and the ability to inspire teams. We are committed to fostering a culture of integrity, diversity, inclusion, equity, creativity, and empowerment and we are recognized and respected in the industry for our impeccable work and solid reputation.

### **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 [info@the-bg.com](mailto:info@the-bg.com) . We look forward in hearing from you!