



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.

Specializing in construction project management, move management and workplace and facilities services, we are expanding our team and need a multi-faceted and experienced facilities program manager who will also take on project manager oversight responsibilities.

### Opportunity

This person will also be tasked with overseeing our team assigned to our client. This team supports optimizing our client's employee experience through organizing special events, creation of swag, conducting new employee/onboarding support, and overseeing site operation services. The PMO role will track our team's deliverables, track KPIs, hold regular 1:1s with our team and troubleshoot issues. The ideal candidate enjoys a fast-paced environment, is a detail-oriented, get-things-done individual with excellent oral/written/visual communication skills. The expectation is that work will be done from the client's site in either Sunnyvale or Burlingame on a regular basis.

### Responsibilities

- Knowledge and experience in developing and supporting company culture, and managing a team
- Act as client representative when attending project meetings
- Highly competent to apply computer applications and productivity software including Microsoft programs and SharePoint.
- Possessing strong leadership skills, project management ability, and a positive approach in leading staff, clients, and project related issues.
- Ability to quickly adopt and utilize client internal tools and technologies.
- Ability to utilize computerized databases and information system
- Developing, motivating, and mentoring TBG team to ensure high performance and continuous development.



- Take initiative to learn new skills.
- Excellent oral communication and writing skills including ability to compile information on complex subjects in presentation form and statistical reports
- Approach situations with a can-do attitude and present solutions not problems.
- Ability to identify/assess gaps, improve existing processes and develop new processes where needed
- Capacity to deal with ambiguity and seek guidance in areas of difficulty
- Critical and strategic thinking skills
- Processing high volume emails/requests with accuracy and efficiency.
- Performs other related job duties as assigned.
- Assist in ad-hoc duties when necessary

### Qualifications

1. Bachelor's degree in a related field
2. At least 10+ years of professional experience in a relevant field
3. Must have excellent computer skills, Intermediate skills with Microsoft Office Suite
4. Excellent communication skills, both written and verbal
5. Detail oriented
6. Innovative thinker, good communicator
7. Organized, knows how to prioritize
8. Knowledge of financial terms and principles.
9. Ability to solve problems and deal with a variety of options in situations. Requires analytical and quantitative skills.

### Compensation

- Competitive Salary
- Health, dental, vision and life insurance coverage
- Retirement plus company matching
- Generous PTO policy
- Education reimbursement

### Interested?

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