



6688 93rd Avenue North | Minneapolis, MN 55445
Company: 763.561.4655 | Fax: 763.561.4688
www.engagestar.com

Project Manager

At STAR, we specialize in the custom design and manufacturing of physical experiences. Our clients' needs range from exhibits, retail and corporate environments, and branded events. Wherever a brand lives, STAR is there to make it shine.

At this time, STAR has an open position for a Project Manager (*full-time, exempt*). This role is critical in managing a significant segment of our client's business as a client advocate and internal project manager ensuring every project is delivered on-time, within budget and to our client's expectations.

The responsibilities of this position include, but are not limited to:

- Partner with clients to develop strategies and objectives for specific projects and own the day-to-day client relationship
- Collaborate with creative to develop proposals for existing clients for new strategic marketing solutions
- Ensure flawless execution by personally managing all types of projects, from new retail and corporate interiors, to trade shows and events
- Manage all internal and external communications relative to projects, including leading client and internal project meetings, developing and communicating timelines associated with each project, and using our proprietary project management software
- Maintain and monitor the accuracy of current event dates, financial information, estimates, billing, etc. prior to distribution
- Occasional travel to trade shows, events and client locations is required

The ideal candidate for this job will possess a collaborative spirit, a commitment to exceeding client expectations, fanatical attention to detail, and an exceptional ability to manage assigned tasks and timelines.

Qualifications:

- 5+ years of experience in project management
- Demonstrated success managing details and teams in fast-paced, client facing positions
- Comfortable presenting, preferably experience with senior leadership and decision makers
- Occasional travel to trade shows, events and client locations is required
- Willingness and ability to work beyond 40 hours/week during peak periods to ensure client needs are met
- Candidates with experience working in trade show, creative agency, and promotional selling environments, or those possessing an understanding of the dynamics of fixturing, visual merchandising, store rollouts, events or trade shows will be given preference.

STAR offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history via email to hr@engagestar.com or by mail to STAR, Attn: Human Resources, 6688 93rd Avenue North, Minneapolis, MN 55445. STAR is an equal opportunity employer.