



Project Manager

OUTLINE for Project Manager:

The Project Manager works with Project Supervisor, Sales Representative and Director of Commercial Operations to ensure project milestones are completed on time and within budget, in conjunction with clients and their staff. In addition, the Project Manager oversees productivity and safety of crews, while ensuring contractual obligations are met in a fast-paced, demanding environment. The Project Manager works to ensure commercial clients receive the highest quality service and care available in the marketplace.

QUALIFICATIONS for Project Manager:

- Manager experience in office moving services is preferred.
- NOVA Project Manager Certification is required.
- Strong written and oral communication skills are necessary.
- Capable of lifting 70+ lbs.
- Available to work six days per week and extended hours, as needed.
- Excellent time management skills to support financial goals and maintain a set budget.
- Team player and the ability to motivate others.
- Must successfully pass a criminal background investigation and pre-employment drug test.

DUTIES AND RESPONSIBILITIES for Project Manager:

- Works with Sales Representative and Director of Commercial Operations.
- Verifies accuracy of specifications and pricing.
- Conducts a thorough analysis of the project site, identifies milestones, and mitigates risks, to ensure completion.
- Problem solving/troubleshooting/decision-making to meet or exceed project timelines.
- Work directly with clients and their staff to ensure all contractual agreements are met and interfaces with subcontractors, as needed.
- Communicates relevant project information to all team members and project stakeholders.
- Ensures adherence to all safety policies and procedures.

Able Moving & Storage is a highly respected moving and storage firm located in Northern Virginia. Founded in 1987, Able Moving & Storage is a family owned company, and one of the largest independent moving companies in the Washington Metropolitan Area.



Moving & Storage

Able's dedicated leadership and employees consistently work to provide the best, most professional, responsive, and safe relocation services available to corporate, government, residential, and commercial clients on the move. In the role of client advocate, Able Moving & Storage brings extensive management, planning, and operations experience in performing the necessary solutions for your firm's relocation needs. Able performs requirements under various contracts with large corporations as well as with the U.S. Government. We are familiar with all requirements necessary to ensure the safe, secure, and efficient packing, transportation, unpacking, and storage for domestic and international relocations.

Professional services provided from Able Moving & Storage, Inc. include:

- Household Relocations
- Office and Industrial Moving and Relocation
- Containerized Storage, Receiving & Distribution Services
- Commercial/Office Relocation

Required education:

- Bachelor's degree preferred, or equivalent of education and experience
- NOVA Project Manager Certification