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# Example of Project Manager Retail Job Description

Our company is searching for experienced candidates for the position of project manager retail. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project manager retail

* Developing and maintaining positive Subcontractor relationships through established strong communication in regards to responsibilities, changes and issues following up on requests in a timely manner
* Developing critical client relationships through being available for client requests, working collaboratively with outside parties
* Establishes and continually monitors/manages project expectations
* Manages and holds project resources accountable for deliverables both internal and contracted to ensure optimal outcomes
* Communicating effectively with field team members keep them active in decision-making
* Ensure team Set Workbook is maintained and follow up on action items
* Schedule meetings as needed with stakeholders (sales, customer, structural engineers, art agencies, vendors, contract packers, ) to provide visibility to projects and define/manage critical path
* None at present
* Deliver leadership presentations, governance requirements
* Oversees smaller or intermediate sized projects

## Qualifications for project manager retail

* Bachelor in Construction Engineering, Construction Management or the equivalent in experience and evidence of exceptional ability
* At minimum a 3 year related construction and/or retail management experience and strong knowledge of commercial construction methods, materials, and contracting
* Revit experience is highly valued, use of AutoCAD will be necessary
* 10+ years of related experience, including demonstrated success as a project manager on various project types including Retail projects
* Small and large retail rollout and one-off boutique retail – interior and architecture experience required
* Bachelor in Architecture