



Director of Project Operations

Location: Katy, TX

Hours: Full-time

Education/Experience: Bachelor's Degree in Business, Engineering, or Construction, PLUS a minimum of 10 years of experience in project management or a similar role, with at least five years of experience in employee management and development

POSITION SUMMARY

Do you have the unique ability to operate in a construction and manufacturing environment and interlock the different competencies these environments require? Then you may be the Director of Project Operations **FORGE** is seeking. This position reports directly to the Vice President/General Manager and is responsible for overseeing the Project Management team to ensure its proper functioning. You will also mentor and develop Project Management resources and facilitate interdepartmental communication and cooperation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to perform all duties and responsibilities of a project manager with a focus on process improvement and margin enhancement
- Understand supply chain management for project efficiency
- Have extensive experience in a “continuous improvement culture”
- Conduct “continuous improvement” events
- Implement and train on process changes and functions
- Manage all human resources-related activities within the Project Management department, including but not limited to training, supervision, regular performance reviews, and disciplinary actions up to and including termination as appropriate
- Support the commercial and sales team in project selling and planning for success

FORGE-Global.com | 24275 Katy Fwy | Suite 250 | Katy, TX 77494

FORGE-Global is an equal opportunity employer. We do not discriminate based on race, ethnicity, religious affiliation, color, creed, national origin, sexual orientation, marital status, physical disability, or other characteristics protected by state, provincial, or federal law.



- Develop long-term customer relationships
- Review plans and specifications and respond to customer inquiries
- Generate various conceptual drawings, sketches, and specifications for jobs
- Serve as a liaison to the executive management team for planning and resource management
- Read, review, and negotiate basic subcontracting documents
- Work through conflict resolution with direct and indirect customers
- Interface with all **FORGE** departments and communicate project status and opportunities for margin improvement
- Perform other duties as assigned

QUALIFICATIONS

- Bachelor's Degree in Business, Engineering, or Construction
- Minimum of 10 years of experience in project management or a similar role
- Minimum 5 years of experience in employee management and development
- Familiarity with a construction, engineering, and manufacturing environment
- Excellent communication skills, both verbal and written
- Ability to understand and advantageously negotiate contract terms and conditions
- Organizational skills to manage multiple construction projects simultaneously while maintaining or improving each project's profitability
- Exceptional interpersonal and team building skills
- Exceptional time management and organizational skills
- Exceptional knowledge of various Microsoft Office programs including Microsoft Project, Word, Excel, Access, and PowerPoint
- AutoCAD knowledge is desirable but not a requirement

If this sounds like the perfect role for you, please visit <https://forge-global.com/careers/> to submit your application.

FORGE-Global.com | 24275 Katy Fwy | Suite 250 | Katy, TX 77494

FORGE-Global is an equal opportunity employer. We do not discriminate based on race, ethnicity, religious affiliation, color, creed, national origin, sexual orientation, marital status, physical disability, or other characteristics protected by state, provincial, or federal law.