



Job Title: Project Manager

The Project Manager is an Administrative position that will report directly to the Chief Operations Officer. This person must possess exceptional communication skills both verbal and written and must exude professionalism in all interactions as a representative of ConnectPlus Therapy. This position will be responsible for the coordination of people and processes to ensure that our projects are completed on time and produce the desired results. This person is responsible for opening new locations, planning events, and renovations for current locations. This position is a full-time position that will have varied hours based on the needs of the company.

Major Duties:

- Coordinate internal resources and third party vendors to ensure execution of projects
- Ensure that all projects are within budget
- Develop a detailed project plan to track progress
- Maintain relationship with third party vendors
- Create and maintain project documentation
- Monitor of project roll out and make adjustments to roll out as needed
- All duties as assigned

Skills and Competencies:

- Proficient in the use of various computer programs including Microsoft Office and Google Suites
- Confident and clear communication skills for interdepartmental communications
- Excellent written communication skills for professional emails and various reporting methods
- Excellent time management skills; must be able to handle multiple projects as assigned

Physical Requirements:

- Ability to write, type, and operate a computer for hours at a time
- Ability to sit and stand for several hours at a time
- Ability to lift up to 40 pounds
- Ability to climb stairs
- Ability to travel to other locations

Education and Experience:

- Project Manager experience preferred
- High school diploma or equivalent required