

## NOW HIRING!

### Director of Project Operations

It is an exciting time to be in the marine business and Elliott Bay Design Group (EBDG) is seeking a qualified **Director of Project Operations (DPO)** to join its team of professionals. This is a senior level position responsible for the efficient utilization of design, engineering, and administrative staff in support of all EBDG projects. The ideal candidate is an active participant in supporting the development of the company's Business Plan, Marketing Plan, and annual budget. They will function effectively when acting in a project manager role and will provide effective engineering and design services. The DPO is an active participant in the development and execution of EBDG's Strategic plan and plays an important role in establishing and maintaining client relationships, developing proposals and signing on new projects.

Position requirements include:

- More than fifteen years of experience in commercial design, operation, or construction in addition to an engineering or related degree. A Master's Degree is a plus but not a requirement.
  - A professional engineer's license is strongly preferred.
  - Five or more years of experience as a project manager. CAPM or PMP certification is a plus.
  - Ensures all Project Managers are using consistent project processes and standards, including project planning, postmortem reports, and UBE push back. Stays abreast of project management issues and mediates when needed. Oversees and approves training for all PM's, under final approval of the President. Fosters and supports advancement of technical staff to Associate Project Manager role.
  - Identifies, designs, develops, implements, and executes new and existing standards, processes, templates, policies, goals, and solutions that increase project delivery efficiently.
  - Serves as a Project Manager and performs project and/or engineering work to remain productive and generate billable hour.
  - Directs team members to optimize the scheduling, allocation, and matching of staff to project tasks, to meet project needs and deadlines. Oversees PM staff meetings and resolution of results including communication to employees by their Supervisor. Seeks outside services or resources in support of projects when necessary.
  - Actively monitors work contributions of all assigned staff to ensure schedule, budget, and targeted milestone dates are consistently met, and that targeted quality and technical standards are applied.
  - Conducts staff check-ins and annual performance reviews with assigned staff and recommends compensation adjustments, as appropriate. Develops and encourages a continuous learning philosophy to foster and support advancements.
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- Actively participates in meetings and discussions of the Operations Team.
- Maintains positive relationships with existing EBDG client base. Develops and nurtures positive relationships with new and prospective clients.

Work will primarily be in an office environment (5 days per week typically) with travel for client and project meeting. The successful candidate will have excellent writing and oral communication skills and will be able to work both independently and with a team. Writing reports and contract specifications is required.

Proof of eligibility to work in the U.S.A. is a requirement. No second party referrals or contact, please. EBDG has a zero-tolerance policy regarding drug use.

Along with competitive salary, EBDG offers a variety of benefits including medical, vision, 401(k), PTO, holidays, and profit sharing. We believe that investing in our employees is paramount, so we offer training and mentoring programs to support our staff's goals and objectives. As an employee-owned company, future ownership opportunities available after one year of employment.

Elliott Bay Design Group LLC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, protected veterans, age, disability, or genetics. In addition to federal law requirements, EBDG complies with applicable state and local laws governing nondiscrimination in employment.

Send resumes in confidence to [careers@ebdg.com](mailto:careers@ebdg.com). For more information, please visit EBDG on the web at [www.ebdg.com](http://www.ebdg.com).