



is looking for

## **Project Managers**

to join our growing family!

Infinity Retail Services is a family-owned company with a great culture that strives to be the best at what we do. We take pride in continuing to cultivate an atmosphere for our team where they can be innovative and make an impact on our community.

### **Essential Duties and Responsibilities:**

- Manage and delegate project team assets to ensure project successes.
- Define the scope of projects in collaboration with Senior Management.
- Ensure all projects are delivered on time, within scope and within budget.
- Ensure resource availability and allocation.
- Responsible for ensuring projects are executed according to all agreed upon contract requirements.
- Establish and maintain relationships with vendors.
- Maintain relationships with customers and establish new relationships as customer contacts change.
- Create and maintain comprehensive project documentation.

### **Requirements and Skills Needed to Succeed:**

- Excellent client-facing and internal communication skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills including attention to detail and multitasking skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Strong analytical and problem-solving skills.
- Ability to work flexible hours outside of standard business hours.
- Must be able to travel if necessary.

### **Education and Experience:**

- Project Management: 2 Years (Preferred)

Our Mission in life is to create long term career opportunities for our community, by providing innovative & sustainable solutions for our customers.

**Benefits:**

- Health, Dental and Vision Insurance
- Health Savings Account
- Employee assistance program
- Short & Long Term Disability
- Life Insurance
- Paid time off and paid Holidays
- 401K + 3% Match
- Profit Sharing
- Every Dollar Financial Wellness

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