

About Us

Label Graphics Co is a fast paced, growing group of highly motivated individuals in the pursuit of exceeding client expectations and moving the needle in growing businesses and organizations through impactful visual communication and messaging.

Position Summary

We are looking for an outgoing, experienced Project Manager to join our team. This person will be responsible for capturing necessary project data and managing custom sign, graphics and installation projects for new and existing clients. This position requires very strong communication and organizational skills, along with experience managing multiple clients and projects from start to finish.

Who We're Looking For

Experience managing and estimating sign, print and wrap projects
Ability to manage multiple clients and projects at one time
Highly effective client and internal communication skills (verbal and written- email/text as well)
Exceptional organizational skills
High Level attention to detail with a responsibility to project quality
Problem-solving and analytical skills, including on the fly problem solving as needed
Ability to consistently meet deadlines
Self-motivated and reliable- must have own vehicle and be in on time.
Willingness to travel to clients in the Middle TN area for surveys and installs
Functions well under pressure; Highly Adaptable with change and complexity in a demanding, fast-pace environment
Growth mindset with focus on Continuous Improvement in processes
Proficient with following: G-Suite (Drive, email etc);
• Adobe Illustrator / Photoshop
• Roland RIP products & ShopVOX project management software experience preferred but not needed (will train)

Position Duties & Responsibilities

Provide clients with accurate and timely project estimates
Consult with clients to address their signage/wrap/design needs and identify solutions
Clearly communicate with clients, Design Team, Production department, Install department and other Team Members to set clear expectations on project deadlines, install scheduling, and potential scheduling conflicts
Work with Production Department to keep track of projects throughout the production process to ensure deadlines are met
Establish and maintain working relationships with vendors and subcontractors; communicate and create relevant purchase orders when necessary
Assist Sales department as needed with incoming estimates and on-going project management
Develop a deep understanding of all Label Graphics Co products and services
Experience Preferred



Project management / estimating / customer service experience: 2+ years

Sign and graphics industry experience: 2+ years (preferred, but not required for the right candidate)

High school diploma or equivalent

What We Offer

Paid Holidays: Six paid holidays for full-time team members

Paid Time Off: Eligible for 40 hours after 90-days of employment; additional availability after 1 year

Paid Sick Days: Eligible for 16 hours after 1 year of employment

Health Insurance: We pay 50% of Health insurance benefits after 90-days of employment (if you choose to enroll)

Fun, creative and growing work environment

