

Financial Supermarkets, Inc.

Associate: Open
Reports to: Director of Project Management

Position: Project Management
Title: Project Manager I

Position Summary

Financial Supermarkets, Inc. (FSI) seeks an enthusiastic, detail-oriented, and experienced project management professional to serve clients nationwide. An FSI Project manager is responsible for oversight of the design, construction, and installation of new/remodel projects ensuring quality, timely, and cost-effective delivery of multiple projects that run simultaneously. This is a fantastic opportunity for a motivated individual looking to gain hands-on experience in the construction and design-build industry with room for professional growth. **The ability to travel is required. Travel can be extensive and potentially weekly.**

Key Job Responsibilities

- **Program & Project Leadership** – Lead multiple projects from design kick-off through turnover ensuring scope, schedule, budget, and quality goals are consistently met. Supervise and manage FSI General Contractor initiatives, work orders, and activities.
- **Client Relationship Management** – Serve as the primary liaison and trusted advisor for clients to build and maintain strong relationships through effective and timely communication ensuring satisfaction and gain repeat business.
- **Project Foundation** – Conduct site visits to thoroughly research existing conditions, discover space requirements, take site measurements, and secure any existing as-builts. Must be able to climb a ladder and enter a crawl space.
- **Installation Coordination** – Act as the central point of contact between clients, internal divisions, and external vendors to align all parties and drive successful project execution.
- **Planning & Reporting** – Maintain comprehensive tracking reports, schedules, budgets, site photos, change orders, and cost analyses to keep stakeholders informed and projects on track.
- **Quality & Performance Standards** – Establish and enforce project quality benchmarks, ensuring adherence to specifications, company standards, and industry best practices.
- **Execution Excellence** – Drive projects to completion on time and within budget, consistently meeting or exceeding client expectations and contractual requirements.
- **Risk Management** – Oversee complex, multi-phase projects with a focus minimizing risks.
- **Cross-Functional Communication** – Facilitate clear, consistent communication across clients, stakeholders, vendors, and internal teams throughout the life of the project.
- **Program Management** – Oversee all aspects of design, permitting, site surveys, budgeting, sub-contractor/vendor relationships, installation, change orders, and final turnover. Ensure that final inspections and Certificate of Occupancy is awarded for each location.
- **Continuous Improvement** – Stay current with industry standards, trends, and company systems through ongoing professional development and training.

Administrative Responsibilities

CRM Reporting & Recording (Daily):

- Learn, understand and utilize company's CRM system
- Record business-related phone calls, meeting notes, emails, and visits. Link to the proper Opportunity (if applicable), Contact, and Account.

- Maintain project documentation, contracts, agreements, installation schedules, quotes, invoices, and meeting notes in CRM systems.
- Record information in the form of notes and comments.
- Attach documentation/photos/plans/agreements in CRM systems and distribute to noted parties.
- Prepare closeout documents and final turnover package for accounting and clients.

Required Education & Qualifications

- B.A./B.S. in Business Administration, Construction Management, Project Management preferred
- Proficient in Microsoft Office Suite and CRM systems
- Must have 2+ years in project management or relevant experience with a focus on the construction industry
- Background in the finance or banking industries is a plus
- Ability to read and interpret construction drawings
- Willing and capable of learning new technology
- Demonstrate negotiation, conflict management, problem solving, and organization skills.

What We Offer

- A collaborative and supportive work environment.
- Opportunities for professional growth and development.
- Competitive salary, bonus, and benefits package, including health insurance and paid time off.
- Exposure to diverse project management initiatives and professional development opportunities across a growing industry.

How to Apply

Interested candidates are encouraged to submit a resume and a cover letter highlighting their relevant experience and why they are passionate about project management in the design-build and financial sectors. *Please send applications to mpaul@SupermarketBank.com or apply through our website at www.supermarketbank.com/careers.*

About FSI

At Financial Supermarkets, Inc. (FSI), we pioneered the concept of in-store banking with the launch of The Supermarket Bank® in 1984. Over the past four decades, we've designed, built, and transformed over 3,500 retail branches nationwide, specializing in serving banks and credit unions. Our unique design-build approach integrates market research, strategic planning, design, architecture, construction, technology, and training to deliver high-impact financial centers that resonate with today's consumers. As an employee-owned company, we take pride in our commitment to excellence and innovation. Our strategic partners are central to every decision we make.

Financial Supermarkets, Inc. is an equal-opportunity employer. We value highly-capable talent and are committed to creating a positive and professional environment for all employees.