

The Schreifer Group - November 2025

Project and Operations Manager – Explosives Safety Division of The Schreifer Group

Position Overview

We are seeking an experienced Project Manager to join our team and provide direct management support for a team of 6 senior explosives safety planners. This role is designed to take ownership of day-to-day project operations, employee management, and financial tracking while working closely with company leadership on strategic initiatives.

The Schreifer Group is a woman-owned, veteran-owned small business specializing in federal master planning, explosives safety, facilitation, and training.

Team Management & Leadership

- Conduct regular employee check-ins and annual performance reviews for six senior planners
- Provide mentorship, guidance, and professional development support to team members
- Coordinate workload distribution and resource allocation across multiple projects
- Foster a collaborative team environment and maintain high morale

Project Management

- Oversee project management for explosives safety master planning and site planning projects. Develop and manage project management systems and processes for all projects within the ES Division. Provide direct project management of several key projects. Interface with clients and manage subcontracts.
- Implement and maintain project management best practices across all Explosives Safety projects:
 - **Project Hours Tracking:** Monitor and report on team time allocation and productivity
 - **Project Progress Tracking:** Maintain project schedules, milestones, and deliverable timelines
 - **Project Start-up:** Lead project initiation processes, team assignments, and kickoff meetings
 - **Project Close-out:** Ensure proper project completion, documentation, and lessons learned capture

Financial & Budget Management

- Track and manage project budgets and financial performance

- Monitor project profitability and resource utilization
- Prepare financial reports and budget variance analysis
- Collaborate with accounting/operations team members on project invoicing

Administrative & Operational Support

- Process and approve travel authorizations for team members
- Review and process travel claims and expense reports
- Oversee timecard submission and approval processes
- Coordinate website updates and content management
- Support invoice tracking and processing

Compliance & Quality Assurance

- Support CMMC compliance initiatives
- Ensure project deliverables meet quality standards and client requirements
- Maintain project documentation and regulatory compliance records

Required Qualifications

- Bachelor's degree in Business Administration, Project Management, Engineering, or related field
- **5+ years of project management experience**, preferably in planning, consulting, or professional services
- **PMP certification preferred** (or willingness to obtain within 12 months)
- Proven experience managing teams of 5+ professionals
- Strong financial acumen with budget management experience
- Excellent communication and interpersonal skills
- Experience with time tracking and financial management systems

Preferred Qualifications

- Experience in explosives safety site planning, federal master planning, urban planning, or related consulting services
- Knowledge of government contracting and compliance requirements
- CMMC or security clearance experience
- Advanced degree in relevant field
- Experience serving as a supervisor or people manager

Key Success Metrics

- Team satisfaction and retention rates
- Project delivery on time and within budget

- Accurate financial tracking and reporting
- Successful implementation of project management processes
- Effective team productivity and utilization rates

What We Offer

- Competitive salary commensurate with experience
- Comprehensive benefits package, including flexible (remote) work location
- Professional development opportunities including travel
- Collaborative work environment with senior leadership
- Opportunity to make significant impact on company operations

We offer a benefits package which includes:

- 401K plan with up to 4% company matching
- Profit sharing eligibility after one year
- 15 days of Paid Time Off (PTO) per year
- Paid holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving
- Office-wide closure the week of July 4th and between December 24 – Jan 1 each year (these are additional days of paid time off)
- Short-term and long-term disability insurance
- Life insurance
- Health insurance if you are not eligible through a parent, partner, or spouse
- Paid maternity/paternity and bereavement leave
- Professional development and training opportunities

Reporting Structure

This position reports directly to the Director of Explosives Safety and will work closely with senior leadership on strategic initiatives while maintaining operational independence for day-to-day project and team management.