



## **Chief of Staff/Sr. Project Manager**

Singer Vehicle Design – Los Angeles, California

### **About Us:**

Since 2008, boutique restoration house Singer Vehicle Design, based in California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients' desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why “everything is important.”

This full-time position includes competitive vacation and health benefits.

### **JOB TITLE: Chief of Staff**

At Singer Vehicle Design, we've experienced a wonderful period of growth as the direct result of increased efficiency and productivity. To continue on this trajectory, we're searching for a highly qualified chief of staff to work closely with our executive team to ensure short term goals are achieved while building the foundation for long term growth. This person will be responsible for streamlining strategic initiatives, overseeing executive program management, and working cross-functionally across the company to communicate objectives. The ideal candidate will have experience in executive-level advising and interdepartmental collaboration and will bring strategic thinking and project management skills.

### **Specific Functions:**

- Oversee strategic business initiatives from development through successful execution under the guidance of senior leadership and departmental heads
- Assist and communicate with executives in decision-making, program management, and initiative implementation
- Review, design, and execute on improvements to org structure, find knowledge and skills gaps and help address them
- Improve current processes and coordinate organizational procedures for optimized efficiency and productivity
- Serve as liaison between staff, executives, senior leaders, and CEO, regarding company climate, employee well-being, project updates, proposals, and planning



- Oversee daily operations through collaboration with senior management and department leaders, performing an array of administrative tasks from managing calendars, generating correspondence, maintaining hard copy and electronic files, planning and coordinating annual corporate meetings, and scheduling facilities
- Serve as a subject matter expert, handling inquiries and developing action plans to address them, and assisting with the preparation and dissemination of communications
- Engineering degree (Mechanical preferred) and/or an MBA is desirable
- Formal Project Management training/qualifications are desirable but not essential
- Demonstrable ability to organize, simplify and present information for review, and decision making
- Good working knowledge of Microsoft Office Suite and Microsoft Project
- Minimum of 3-5 years' project management experience in a similar field demonstrating good knowledge of the complete project life cycle
- Automotive Industry experience preferred
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- Strong communicator; ability to convey complex issues concisely and accurately in writing and orally



- Outstanding project management capabilities (i.e. estimating and planning, risk management, status reporting, budget tracking, benefits analysis, stakeholder management and communication, resource management).
- Willing to proceed with imperfect information, comfortable making decisions and then supporting after-the-fact
- Willing to initiate a project with limited data to gather facts and information that will inform larger strategic decisions.
- Excellent interpersonal skills; ability to build productive working relationships to influence and overcome different personalities and personal agendas
- Excellent analytical skills; to be able to assess problems thoroughly and drive logical conclusions
- Confident and comfortable interacting with senior executives without being tempted to dilute unpleasant news or back down from well-reasoned analysis
- Able to multi-task and plan effectively when working with a variety of project teams in an often high-pressure environment
- Able to understand the financial impact of projects and be able to communicate and make recommendations based on those impacts

**Overall Work Characteristics:**

- Experience with data analysis
- Experience with budget management
- Consulting experience with a focus on operations management
- Proven success in a project coordination role
- Nimble business mind with a focus on developing creative solutions
- Strong project reporting skills, with a focus on interdepartmental communication

***IMPORTANT NOTICE:***

*This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Singer Vehicle Design. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*AAP/EEO Statement: Singer Vehicle Design (SVD) values a diverse workforce and as an Equal Opportunity Employer, SVD does not discriminate on the basis of race, creed, color, national origin, gender, religion, age, sexual orientation, disability, marital status, veteran status, or any other status legally protected by Federal, State, or Local law. SVD assures you that your opportunity with this Company depends solely on your qualifications and other job-related factors*



**Salary:** *Salary based on experience*

**Benefits Package:**

*Singer Vehicle Design Benefits Package consists of Medical, Dental, Vision, and Life Insurance, Aflac Supplemental/Indemnity Plans, Paid Time-Off (PTO), and eight company-paid holidays.*