



## **Retail Project Manager Job Posting (8 month durational)**

### **Summary/Overview:**

The Retail Project Manager is responsible for executing the end-to-end process for securing and establishing 6 retail store locations in Connecticut to serve as Access Health CT's education and enrollment centers. This position will work with the Marketing Department to locate sites in communities targeted as important for access to uninsured individuals, who are eligible to purchase health insurance through the new online marketplace system.

**The Access Health CT Mission:** To increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

### **Essential roles and responsibilities:**

Working with the Chief Marketing Officer:

- Locate and assess suitability of 6 storefront sites in designated communities in Connecticut convenient to large populations of uninsured individuals.
- Negotiate leases and arrange for legal review and corporate sign off.
- Prepare property for occupancy:
  - Schedule and manage painting, plumbing, carpentry, electrical, cabling, flooring, signage and general site build-out as necessary
  - Purchase and oversee installation of furnishings
  - Coordinate purchase and installation of computers
  - Oversee security of storefront sites
  - Guarantee a clean and safe working environment
  - Manage and resolve design and structural issues appropriately
- Ensure expenses are within budget provided by Marketing Department.
- Maintain a consistent look and feel throughout all properties.
- Work cooperatively with key team members, clients and vendors.
- Valid driver's license and available transportation for travel to various locations in CT.

**Competencies:** to perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.
- Oral Communication - Listens and gets clarification; Responds well to questions.

- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Professionalism - Accepts responsibility for own actions; Follows through on commitments.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Commits to additional work hours when necessary to reach goals.
- Initiative - Takes independent actions and calculated risks; Asks for and offers help when needed.
- Self-directed and efficient

**Qualifications:**

- At least 5 years' experience managing store site set up
- Thorough knowledge of metropolitan retail market in Connecticut
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Basic carpentry, wiring, and electrical knowledge and ability to manage build-out delays and problems.
- Ability to multi-task and meet tight deadlines.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** the noise level in the work environment can be loud due to use of power tools. Requires fast-paced deadlines and may have high stress at times.

**Equal Opportunity and Affirmative Action Employer**

Please send your resume with a cover letter to: **HRinbox.CTHIX@ct.gov**