

Furniture Installation Project Manager

Job Type: Full Time

Location: Onsite

Interior Resources Group is currently seeking a Furniture Installation Project Manager to support our sales and design teams. This position is responsible for managing Interior Resources Group's projects during the furniture installation phase per the established standards and requirements. The project manager will maximize project profitability by planning, executing, and finalizing the installation of project furniture according to strict deadlines, defined scope of delivery, and within budget. This position will require frequent project site visits to oversee all furniture installations and you will serve as the main point of contact between our installation teams, and our sales and design teams.

The Project Manager reports directly to the President and is required to work on multiple assignments, with overlapping schedules, and must have the ability to multitask.

Key responsibilities of this position include the following:

- Collaborate in establishing project scope and plans
- Generate quotes for labor, materials, and project management services and track acknowledgments
- Develop a work plan, schedule, and logistics
- Review project site, plans, product specifications, and other documents; identify issues that could affect product installation
- Provide single point of contact for, coordinate with, and regularly update clients, internal team, and all third-party firms (contractors, cabling vendor, building manager, electrician and other trades, client's facility and IT groups, movers, etc.) throughout the project
- Oversee installation to ensure the client's and Interior Resources Group's expectations are met
- Work directly with the client regarding changes to the project scope, assessment of possible constraints, and identification of new service opportunities
- Develop punch list(s) and resolve all issues
- Maintain detailed project documentation
- Monitor the profitability of a project
- Lead special projects
- Help to establish, develop, and maintain the desired levels of customer satisfaction for each account and project.
- Conduct sales calls with or without Sales Representative, as needed
- Publish status reports for review by the sales team and customer.
- Participate in regular team meetings and update all parties on the status of projects and activities
- Identify and enlist resources necessary to effectively service the customer

Our ideal candidate will have the following qualifications:

- At least 2 year's experience in project management and/or furniture installation in the commercial furniture industry or facilities management.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

- Proficiency in PlanGrid and Microsoft PM is a plus.
- Excellent verbal and written communication skills.
- Demonstrated ability to build and maintain internal and external partnerships.

REQUIRED QUALIFICATIONS

The following criteria are considered the minimum required qualifications for the position:

- Must have working knowledge and experience with basic repairman tools such as drills, hammers, and saws.
- Must have reliable transportation that can fit large pieces of furniture such as office chairs, table tops, and filing pedestals.
- Communication - The ability to communicate clearly both verbally and in writing.
- Comprehension - The ability to listen and understand information and ideas presented verbally and in writing.
- Attention to Detail - The ability to enter, transcribe, record, store, and maintain data accurately.
- Computer Proficiency - Effectively use computers and computer systems (must be Microsoft Office proficient) to enter data and process information.
- Organizational skills with the ability to manage multiple priorities under deadlines.
- Minimum of a high school education, bachelor's degree, or some college preferred.

Company Benefits:

- Competitive salary with opportunities for growth
- Paid vacation, holidays, and maternity
- 401K
- Medical and dental insurance

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