American Interiors

PROJECT MANAGER

JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

DEPARTMENT	Project Management	**COMPENSATION**	Salary
POSITION TYPE	Full-Time	**TRAVEL**	Minimal
CONTACT	Chuck Radabaugh		

We are looking for a project manager who is responsible for planning, coordinating and overseeing all tasks, critical dates, client and third-party interface and relations, performance quality, customer satisfaction, budget and project administration for each assigned project.

ROLES & RESPONSIBILITIES:

- Provide single point of contact for customer throughout all project communications
- Provide professional customer interface and client relations throughout project
- Ensure site measurements are accurate, and identify and manage the scope of all projects
- Review all production information and drawings for accuracy
- Prepare/coordinate installation quotes
- Audit furniture specifications and drawings prior to order entry
- Organize and review acknowledgements from all vendors to ensure accuracy and lead times
- Coordinate project schedules and communicate installation dates with install company and end users
- Organize and submit change orders in conjunction with the Interior Designer
- Stay in close touch with onsite personnel including construction, millwork, power and networks
- Maintain key project documentation, including documentation from customer requests/revisions
- Provide timely, formal written communications throughout projects to end users and internal project team
- Obtain customer sign-offs, approvals and formal paperwork at job completion
- Ensure furniture solutions are installed to specifications and quality standards are met

QUALIFICATIONS & EDUCATION:

- Bachelor's Degree in building construction or construction management desired
- Computer proficient in the Microsoft office suite of products
- Excellent interpersonal skills and customer service skills to manage and ensure the clients experience is positive
- Strong understanding of the construction process, documentation, real estate market and job site conditions
- Strong organizational skills to remember the important details of each project and scope of work
- Ability to prioritize and manage multiple tasks
- Aptitude with technology and willingness to learn and improve daily

BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.