

PROJECT MANAGER

Dallas, TX

PRIMARY FUNCTION:

Single point of contact, and integrative responsibility, for all aspects of assigned contract furniture projects, from inception of project to final close-out and invoicing. Plans, coordinates and oversees all tasks, critical dates, client and third-party interface and relations, performance quality and customer satisfaction, budget and project administration for each assigned project. Is responsible for entire business transaction for each project.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- Customer/Account Servicing
 - Provides single point of contact for customer for all project communications
 - Provides professional customer interface and client relations throughout project
 - Is responsible for customer sign-offs, approvals and formal paperwork
 - Project Planning, Coordination and Management
 - Establishes overall project scope and manages dealer/manufacturer team to ensure coordinated effort
 - Directs, coordinates and manages task assignments and completion for entire dealer team
 - Develops work plan, schedule and logistics based on overall project parameters, project schedule and scope, and customer's goals
 - Reviews project site, plans and product specifications
 - Assists in establishing fees, developing quote/presentation and making presentation to customer
 - Provides technical consultation to customer and customer's team
 - Provides single point of contact for, and coordinates with, client and all third-party firms (A&D firm, contractor, cabling vendor, building manager, electrician and other trades, client's facility and IT groups, movers, etc.)
- Project Administration
 - Maintains detailed project documentation, including documentation of key project decisions and customer/project requests/revisions
 - Provides timely, formal written communications throughout project to client, dealer and project team
 - Manages accurate and detailed record keeping, including receiving documentation, time sheets and contract adherence, sign-offs and approvals, key decision records, etc.



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- Project Implementation
 - Assists in the preparation of the quote, the development of the proposal and the presentation to the client
 - Reviews technical services' plans and specifications for accuracy, completeness and correct product application
 - Coordinates with customer service for order entry notes and product delivery scheduling
- Order Management
 - Reviews ship dates for adherence to original requirements
 - Interfaces with factory, as necessary, regarding shipping schedules and special instructions for manufacturing/shipping
- Installation/Implementation
 - Supervises site installation, including performance of work, installation administration and timeliness of task completion
 - Ensures field paperwork is complete, and delivered in a timely manner
- Punch, Invoicing & Project Close-Out
 - Walks project and develops punch list; responsible for punch list resolution
 - Confirms project completion and ensures all invoicing is timely and accurate
 - Manages all final project close-out requirements, including lien releases, contract requirements, client sign-offs, etc.
- Contract Furniture/Technical Skills
 - Has strong product and technical knowledge, including applicable building codes, correct product application, custom applications and pricing, price estimating and solicitation, electricity and cabling, etc.
 - Has the ability to produce takeoffs, specifications and order ready documentation if required
 - Has the ability to analyze, plan, schedule and implement project installation
 - Has a strong knowledge of all aspects of contract furniture management, including account management, project management, order preparation, order management, installation, relocation and contract furniture administration
 - Has a working knowledge of interior construction, interior design, moves and relocations, trucking, furniture manufacturing and shipping, building management and current workplace issues



- Qualifications and Skills:

- Bachelor's degree
- Minimum 3-5 years Commercial Furniture Sales experience
- Intermediate to advanced understanding of Auto CAD/CET/Architectural Drawings
- Demonstrated space planning and project management ability
- Experience with Haworth products preferred
- Polished communication skills
- Excellent interpersonal skills

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We're a team of passionate collaborators, experienced, knowledgeable and deeply committed to delivering innovative, turn-key solutions that meet the demands of a diverse and ever-changing workforce.

On behalf of Spencer + Company, thank you for your interest in joining our team.

To apply for the Project Manager position, please email a resume and cover letter to:

Jeff.Emmons@spencerandco.com.

If we see a fit, we'll reach out within one week. We know applying takes time. Thank you in advance for yours.



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