



**Project Manager for Furniture Interior Solutions in the Education,
Healthcare and Laboratory Market Segment**

Do you want to join a winning culture? How about finding your professional home with people you actually enjoy working with?

Northeast Interior Systems, a leading cabinet, casework, fume hoods and equipment dealership selling furniture interiors in the K-12, College/University, Laboratory and Healthcare market segments has an immediate opening for a Project Manager.

The position of Project Manager is responsible for the performance of their assigned projects from award to close out. Projects are expected to be delivered on schedule, under-budget, and within scope specifications. This involves managing a thorough project turnover, overseeing accurate submittals, monitoring project schedules, organizing detailed order releases, coordinating delivery and installation, and a timely punch and closeout. These duties require excellent customer service, collaboration with the project team and proactive communication with vendors, customers, and installers.

Be proactive. Be reliable. Build Trust.

Duties & Responsibilities

- Manage assigned projects from start to finish, ensuring that all activities are efficiently coordinated and completed on time, within budget, and in accordance with contract documents.
- Lead a thorough project turnover from estimating and sales.
- Collaborate with the engineering team to provide your customer with an accurate and timely submittal package. This includes revision control of shop drawings over the life of the project.
- Communicate proactively with the customer on all aspects of the project.
- Coordinate customer schedule as it relates to our scope and milestones.
- Manage our vendor partners to ensure timely order release and delivery.
- Organize project files and folders to ensure success through accurate execution.
- Manage the change order request process including proposal generation and acceptance.
- Review project reports and monitor financial health of your project's material and labor.

- Manage timely and accurate payables and receivables as they relate to the projects.
- Work with the Installation team to coordinate deliveries and labor needs (Superintendent and Foreman).
- Attend project meetings and jobsite visits as required.
- Identify and resolve project problems to meet customer needs.

Qualifications:

- Have the ability and desire to be in the field 10-20% of the time.
- 1+ years' experience with project management preferred
- 1+ years' experience with cabinetry, lab or office furniture and overall construction experience preferred
- HS Diploma required, Associates or Bachelor's Degree preferred in field related to Construction/Engineering or Architecture
- Strong computer skills:
 - MS Office (Excel, Word, Outlook)
 - Google (Gmail, Drive, Docs, Sheets)
 - Bluebeam preferred
- Dependable work ethic
- Excellent accuracy and attention to details
- Drive to learn and develop
- Great organization and prioritization skills
- Works well on a team; collaboration
- Record of strong, proactive communication skills
- Works well under pressure, time-constraints, and challenges
- Valid Driver's License and available transportation to visit job sites, customers and other work-related venues

In addition to being a *great* place to work, we offer:

A competitive salary package including base salary, commissions as well as generous PTO, health and welfare benefits.

If you are looking to join a winning culture with a market leader...Please send your resume in confidence to Human Resources at hr@neis.cc and visit us on the web at www.neis.cc to learn why - Northeast Interior Systems is a great place to call your professional home.