



Position Description			
Job Title:	Furniture Project Manager	Date:	June 2022
Reports to:	Director of Operations	Department:	Operations
Location:	Greenville, SC	FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Position Summary
The Furniture Project Manager is responsible for executing projects with our customers. This position is the primary customer contact and is also responsible for leading, planning and administering projects with minimal guidance, through its completion to drive targeted margins while building and maintaining professional relationships with our customers.

Position Responsibilities- Essential
This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.
<ul style="list-style-type: none"> • Responsible for the coordination of contract furniture projects from the approval of the project through the final completion • Ensures that each project is completed on schedule, that the quality meets all standards, that the projected profit levels are maintained or improved, and that the customer is completely satisfied. • Verifies plans and partners in the development of work schedule. • Serves as primary liaison with the GC project manager and superintendent as applicable • Provides assistance to YOE project coordinator in preparing submittals for architectural review and approval • Reviews all project manuals, plans and specifications to identify any unfamiliar material • Conducts site visits or coordinates visits by the installation manager to verify conditions and note any unusual prep issues or site issues that affect furniture installation. Attends subcontractor meetings to communicate pertinent details • Track and verify materials received are correct within 24 hours of warehouse arrival. • Partners with YOE Installation manager to schedule installers. • Communicate job schedules with the YOE Team, client, the GC, and or field supervisor • Work as a team with Installation manager/scheduler to set up material deliveries and job site storage of materials • Sets up any field change orders immediately. Coordinate all change orders in writing. • Respond with urgency and flexibility to meet frequently changing project schedules • Communicate with customer at every opportunity • Manage materials onsite – prepare attic stock counts and ensure extra items returned to warehouse to be put into inventory • Review and attend to punch list. Manage and resolve concerns in a timely manner • Inform billing of percentage completion for progress billing • Maintain required documentation in job folders and computer system to support the projects • Review extras and change orders – verify for accuracy for accounts receivable • Participate in weekly YOE review meetings • Maintain Overall Project Schedule for all YOE projects

Position Responsibilities- Non-Essential/Other
<ul style="list-style-type: none"> • Performs other related duties as needed to promote the success of Young Office. • Create a positive atmosphere and a safe work environment.

Essential Skills and Experience
<ul style="list-style-type: none"> • Minimum 5 years of experience within project management and experience managing industrial projects. • High School Diploma • Demonstrated knowledge of general accounting and revenue recognition practices to accurately provide detailed financial outlooks.

- Collaborative mindset and able to interact effectively with sales, construction, and clients, and actively participates and drives effective teams.
- Understanding of construction projects, ability to read and understand blueprints.
- Ability to complete projects with minimal guidance from leadership to meet and exceed customer requirements.
- Strong change management, analytical, problem solving, organizational, and communication skills.
- Good understanding of business dynamics and organizational design
- Good business analytical and problem-solving skills.
- Analytical, detailed oriented with ability to manage time and tasks appropriately.
- Sound judgement and decision-making skills with ability to deliver great results.
- Excellent time management, prioritization abilities, and project management.
- Excellent verbal, written, interpersonal, communication, and presentation skills.
- Proficient knowledge of Microsoft Office Suite

Beneficial Skills and Experience

- Bachelor's Degree in engineering, business, or organizational design
- Experience in office furniture and installation

Performance Success Factors

- Positive ratings on any and all formal and informal customer surveys (both internal and external)
- Accuracy and professionalism of materials reports and written communication.

Reporting & Management Responsibilities

- This position has no direct reports.

Physical and Sensory Demands

Physical Demands

Sit	Frequently	Reach Above Shoulder	Occasionally
Walk	Frequently	Climb	Occasionally
Stand	Frequently	Crawl	Occasionally
Handling	Frequently	Squat or Kneel	Occasionally
Reach Outward	Frequently	Bend	Occasionally

Lifting Requirements

10 pounds or less	Frequently	51 - 100 Pounds	Not Applicable
11 - 20 pounds	Frequently	> 100 Pounds	Not Applicable
21 - 50 pounds	Occasionally		

Pushing and Pulling Requirements

12 Pounds or Less	Frequently	41 – 100 Pounds	Not Applicable
13 - 25 Pounds	Occasionally	> 100 Pounds	Not Applicable
26 - 40 Pounds	Not Applicable		

Definitions:

- Not Applicable - Activity is not applicable to this occupation.
- Occasionally - Occupation requires this activity up to 33% of the time (0 - 2.5+ hours/day).
- Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day).
- Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day).

Environmental Hazards:

The job risks exposure to no known environmental hazards.



Sensory Requirements:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Additionally, employees are expected to abide by all internal control & compliance practices to:

Safeguard assets from theft and misuse.

Ensure segregation of duties to minimize fraud.

Comply with business ethics, applicable laws, and regulations.

Maintain confidentiality of proprietary information.

Periodically reconcile physical assets to accounting records.

Safely perform all job duties.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed