



Project Manager, Furniture

About **elements**:

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver, Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

Job Summary:

Unify diverse internal and external teams toward the common goal of perfect project execution, with exceptional management and communication from project award to completion to ensure customer satisfaction and retention.

Essential Functions

Responsibilities

- Establishes overall project scope and leads internal team to ensure coordinated effort.
- Directs, coordinates and manages task assignments and completion for internal team.
- Develops work plan, schedule and logistics based on overall project parameters, schedule, scope and customer's goals.

Internal project team

- Oversee, verify, and support all internal processes and documentation to ensure adherence to project scope, budget, and schedule
 - Design
 - Confirm product selections work within budget
 - Review furniture plans for application per site conditions, and electrical requirements and locations
 - Lead spec check efforts with team
 - Sales Coordination
 - Reviews ship dates for adherence to original requirements.



- Interfaces with factory as necessary regarding shipping schedules and special instructions for manufacturing/shipping.
- Installation Management
 - Reviews project site, plans and product specifications
 - 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
- Maintain accurate and detailed project information
- Coordinate with Priority Services to ensure accuracy and urgency of punch order entry, tracking and maintaining punch task report
- Lead internal project meetings and cross studio coordination
- Point of contact for all internal team members
- Assist with invoicing accuracy and project close out

External project team

- Point of contact for the client and all client vendors, and internal stakeholders
- Develop client communication plan and provide timely, consistent, clear updates to the client
- Create furniture install schedule and coordinate install in conjunction with client needs, other vendors and install partners
- Provide all documentation to client and ensure client approvals and sign offs
- Participate in external project meetings
- Accountable for all electrical and dimensional site verifications
- Manage risk assessments and provide solutions
- Project close out and client follow up

Required Skills/Abilities

- Outstanding customer facing communication and presentations skills that are highly responsive and solution oriented
- Excellent project management skills - ability to analyze, plan and implement project scope, budget, schedule and installation
- Organization and multitasking skills — awareness of multiple projects in varying stages of the project lifecycle
- Critical thinking and advanced problem-solving skills
- Patience and flexibility — plans change quickly, ability to adjust appropriately
- Strong product knowledge including correct product application
- Proven successful large project installation execution
- Experience with Outlook, Teams, Smartsheets, Excel, Word, Gant charts and PlanGrid

Salary Range: \$60,000-\$80,000 annually



If you would like to be considered for upcoming positions, please reach out to hr@workplaceelements.com

Employee Benefits & Perks

- 3 Weeks of Paid Time Off for Full Time Employees, including paid time off to volunteer
- Employee Health, Dental, And Vision Insurance, including FSA and HSA programs
- Life and Disability Insurance
- 401K Plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized Parking, Employee Recognition and Annual Award Programs
- Super FAC's, Annual Company Outings and Other Company Activities
- Dog Fridays, Employee Purchase Plan for Products, and a Variety of Flex Spaces to Support Work Style
- Fitness Room, Outdoor spaces, and a Keegerator / Wine in our Centralized Downtown Location

elements is an equal opportunity employers, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

For information on **elements** including more information on employee benefits and our company culture, visit our website at www.workplaceelements.com