



WELCOME TO CONTEMPORARY OFFICE INTERIORS

Job Description

Job Title: **Project Manager (Edmonton, AB)**

Reports To: Director of Operations

Department: **Operations**

Prepared Date: October 12, 2021

COMPANY DESCRIPTION

As a privately-owned Herman Miller Platinum Certified dealer, we prioritize people, productivity, and value to create more than a place to work— we create a space to succeed.

Our passion is shaping modern workplaces for the modern worker. We work for the health and wellbeing of our customers, our employees, the environment, and the community. We do all this by providing furnishings and related services that improve the human experience, wherever people work, heal, learn, and live. In the end, the solutions we shape help our customers' organizations (and our own) perform better.

Contemporary Office Interiors (COI) provides office furniture, demountable walls, and floor coverings to a wide variety of corporate clients, from small office installations to large floors in office towers.

We are looking to hire an experienced Project Manager to support our Edmonton operations.

KEY ACCOUNTABILITIES & PERFORMANCE OBJECTIVES

- Responsible for planning, executing, monitoring, controlling, and closing of specific projects while ensuring projects are on time, on budget, within scope and meets or exceeds the expectations of all stakeholders.

KEY ACCOUNTABILITIES

- Customer/Account Servicing
- Along with the Account Executive provides the single point of contact for customers for all project communications.
- Provides professional customer interface and client relations throughout the project.

PROJECT PLANNING, COORDINATION AND MANAGEMENT

- Establishes overall project scope and manages dealer/manufacturer team to ensure coordinated effort in all aspects and phases of the project.
- 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 customers' goals.
- Assists in establishing fees, developing quote/presentation, and making presentation to customer when required.
- Provides technical consultation to customer and customers' team.
- Provides single point of contact after order entry for and coordinates with client and all third-party firms (A&D firm, contractor, cabling vendor, building manager, electrician, other trades, facility, and IT groups etc.)
- Attends all client and construction site meetings.

PROJECT ADMINISTRATION

- Maintains detailed project documentation, including documentation of key project decisions and customer / project requests / revisions.
- Provides timely, formal written communications throughout the project to client, manufacturer, and dealer team.
- Manages accurate and detailed record keeping in the project file.



PROJECT IMPLEMENTATION

- Assists in the preparation of RFP's and quotes, the development of the proposal and the presentation to the client.
- Review technical services' plans and specifications for accuracy, completeness, and correct product application.
- Coordinates with client 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 the manufacturer and shipping carrier.

INSTALLATION/IMPLEMENTATION

- Setting schedule, ensuring product is here on time, setting scope of work and ensuring daily goals are met.
- Supervises site installation daily, including performance of work, installation administration and timeliness of task completion.
- Ensures Installation Packages are complete and delivered in a timely manner.

PUNCH, INVOICING & PROJECT CLOSE-OUT

- Walks project and develops punch lists, responsible for punch list resolution.
- Confirms project completion and ensures all invoicing is timely and accurate.
- Manages all final close-out requirements.

MINIMUM REQUIREMENTS

- The position requires strong computer competency, must possess solid communication skills and organizational skills, the ability to work under pressure and multi-task. To assist customers effectively, strong product knowledge is required.
- PMP certificate not required but an asset.
- Significant experience as a project manager or similar role
- Has strong product and technical knowledge, including applicable building codes, correct product application, custom applications and pricing, price estimating and solicitation, electricity, and cabling.
- 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 presentation, order management, installation, relocation, and contract furniture administration.
- Has a working knowledge of interior construction, moves and relocations, trucking, furniture manufacturing and shipping.

THE RIGHT FIT

We care about who you are as much as what you've done. You're a great fit for this opportunity because you're:

- Detail Orientated – you find comfort in detail and accuracy but do not allow this to bog you down in getting the job done.
- Hospitable – you are passionate about welcoming people and being a great host.
- Adaptable – no day is ever the same, your adaptive nature supports you on managing on the fly.
- Organized – you can multi-task without dropping anything, because you have systems and a mind for details.
- An exceptional communicator – you are service orientated adjusting your style to suit your audience and achieve clarity in every medium.

Above all, you care. The outcomes matter deeply to you, and those include the team's success, the bottom-line impact, and the relationships you build along the way.

Disclaimer: The above statements are intended to describe the general nature and level of work performed by



employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Management reserves the right to change or modify such duties as required.

THE DETAILS



This is a full-time permanent position, working out of our Edmonton office. You'll mostly work from 8am to 5pm, Monday to Friday, with irregular or extended hours as projects demand.

We offer competitive health benefits, wellness and healthcare spending accounts, and a holiday package that includes an extra week between Christmas and New Year's off. You'll also be getting in as we grow so growth opportunities abound if you exhibit the knowledge, expertise, and passion to grow with the organization.

WHY YOU'LL LOVE WORKING HERE

It comes down to the people – they make this a great place to work.

Our Edmonton branch is vibrant and close-knit. We have a positive, supportive team-based culture that enjoys connecting, as well as working together. When someone needs some help, we all pitch in to get the job done.

There's a deep sense of belonging here – people can bring their whole selves to work, which frees us to do our best work. Challenges are faced together, and successes are celebrated.

This is the special opportunity you've been looking for; we hope you'll join us.

Please email resumes to ggramaglia@coi.bz