



Furniture Project Manager

Full Time – Waunakee, WI

Creative Business Interiors

Creative Business Interiors is an interior design, construction and contract furniture company. We help our clients by creating an efficient, comfortable space that helps them enhance their brand, retain existing employees, attract new talent, and still profitably grow their business.

Position Overview

The primary role of this position will be to fulfill the duties of a **Furniture Project Manager**. A Furniture Project Manager plans, directs, and coordinates contract furniture projects from layouts through specification, pricing to ordering, and through final installation.

Furniture Project Management Responsibilities:

- Design furniture solution for projects as needed to meet the prescribed quality, aesthetics, budget and time frame for a client's project.
- Accurately work in AutoCAD, drawing in detail furniture solutions.
- Import product from AutoCAD into CAP Spec.
- Accurately construct a proposal pricing for furniture.
- Work within our business system to enter orders, invoice and manage job costs through project completion.
- Review manufacturer's acknowledgments, track orders and coordinate receiving of all products.
- Prepare installation drawings, coordinate and communicate with installation team.
- Trouble-shoot for potential problems and expedite punch-list completion.

Required Skills:

- Proficient use of AutoCAD.
- Manage multiple priorities in a fast paced environment.
- Strong analytical skills
- Team oriented
- Highly organized
- Detail oriented
- Strong written and verbal skills

Qualifications:

- Interior Design Degree required.
- Contract furniture experience is a plus, will consider entry level experience.

We offer an excellent work environment, full benefits package that includes medical, dental and vision insurance, 401K, flexible spending accounts and a competitive salary.

Email resume in confidence to:

jim.gaylord@creativebusinessinteriors.com