



Join our team We're hiring!

Milwaukee Office

POSITION:

Director of Furniture Services

JOB SUMMARY:

We are looking for a Director of Furniture Services to lead our Furniture Team. This team is responsible for the design, specification, quoting, procurement, and installation of commercial furniture projects, which includes interior designers specializing in furniture, project managers and our installation group. You will collaborate with internal teams, vendors, and clients to ensure projects are completed on time, within budget, and exceed expectations. This position is a member of our leadership team. Your ability to be resourceful, detailed, and enthusiastic will lend you success in this role.

Creative Business Interiors fosters an inclusive culture that encourages team member growth and professional development. Our work environment promotes a high level of trust among our employees.

Submit applications

Please send resumes in confidence to:

Gary Zimmerman
President/CEO
gary.zimmerman@creativebusinessinteriors.com

MILWAUKEE ■ ph. 414.545.8500 MADISON ■ ph. 608.249.0904 GREEN BAY ■ ph. 920.352.1870

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ESSENTIAL JOB FUNCTIONS:

- Manage a team of interior designers who plan and specify contract furniture from conception to finish selection.
- Work with team members to prepare proposals, client presentations, procurement of product, and quotation of installation.
- Oversee the installation team manager to assure quality and timeliness.
- Set deadlines, assign responsibilities, monitor project progress.
- Participate in project planning and kickoff meetings.
- Perform performance reviews, mentor, and work with team members to grow professionally.

QUALIFICATIONS:

- Proven work experience in a leadership role.
- Solid organizational skills.
- Strong interpersonal communication.
- Excellent analytical and problem-solving abilities.
- Time management with the ability to meet deadlines.
- Working knowledge of Microsoft Office suite, Auto-Cad, and Revit.

REQUIRED SKILLS:

- Bachelor's degree (or equivalent work experience) in Interior Design, Project Management, Operations Management, Business, Communications, or related field.
- 5 years contract furniture experience.
- Interior design, accounting or finance experience is a plus.

BENEFITS:

- Endless professional development opportunities
- Competitive pay
- 401(k) matching
- Health, dental, and vision insurance
- FSA and HSA
- Life insurance and long-term disability
- Aflac supplemental insurance options, including short-term disability
- Paid time off and holidays

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