

## Architectural Wall Project Manager

American Office (AO) IS largely recognized as one of the largest Herman Miller furniture dealers in the world but additionally this dealership has a division dedicated to architectural products. We are currently seeking an energetic experienced Project Manager to add to our growing team to work out of our Baltimore, Rockville, DC or Chantilly office as we cover all of Maryland, DC, and Virginia market to oversee interior wall deliveries and installation and provide construction project management as one trade on a construction jobsite. This is a full-time position. Ideal applicants have experience to include office Project Manager for furniture, construction and/or commercial interiors. The company is headquartered in Baltimore, Maryland with additional office locations in, Richmond, Chantilly, Rockville, Washington, D.C. and Charlottesville we serve clients in the surrounding Mid-Atlantic region.

### Job Overview:

**The Architectural Wall Project Manager** will be located out of our Baltimore, Rockville, DC or Chantilly offices, whichever is more convenient. This individual is the point of contact for all aspects of assigned architectural wall projects from inception of project to final close-out and invoicing. This individual plans, coordinates, and oversees all plan revisions, approvals, orders, scheduling, and delivery of architectural walls from start to finish to ensure customer satisfaction.

### Responsibilities:

- Lead point of contact for customer and all third party firms for all project communications
- Provide professional customer interface and client relations throughout project
- Responsible for customer sign-offs, approvals, and formal paperwork
- Project planning, ordering, coordination, and management
- Establish overall project scope and manage dealer/manufacturer team to ensure coordinated effort
- Develop order and install schedule based on overall project scope and customer's final move-in date requested
- Review project site, plans, product specifications for accuracy
- Review Manufacturer Order Acknowledgements for any discrepancies
- Provide single point of contact for, and coordinates with, client and all third party firms (A&D firm, contractor, cabling vendor, building manager, electrician and other trades, client's facility and IT groups, installers, etc.)
- Attend project meetings and maintain detailed project documentation/notes, including documentation of key project decisions and customer/project requests/revisions
- Provide timely, formal, written communications and all necessary reports throughout project to client, dealer, and project team

- Manage Order Acknowledgements, Installer Receiving Report, packing slips, plans, sign-offs and approvals, order PO#s and shipping order #s, and schedule and tracking information
- Review construction plans and specifications for accuracy, completeness, and correct product application and pricing
- Review ship dates for adherence to original requirements and provide schedule and updates to customer often
- Attend project install and work directly with installer to ensure correct staging and installation per the plan
- Note any product damage and work with manufacturer on corrective action
- Walk project and develop punch list; responsible for punch list resolution
- Confirm project completion and ensure all invoicing is timely and accurate

Knowledge, Skills and Abilities:

- Effective verbal and written communication skills
- Excellent interpersonal/customer service skills
- Must possess excellent time management skills
- Must be able to handle multiple projects with deadlines in a fast-paced environment
- Must exhibit a professional demeanor as well as using tact when dealing with others
- Excellent organizational skills required
- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)

Ability to analyze, plan, schedule, and implement project plans. Position is direct hire ONLY. Base plus bonus discussed during interview. Company paid parking is included. Industry experience is preferred. Resume must reflect PM experience to receive a call back.

Job Type: Full-time

Pay: \$60,000-65,000 per year