

## PROJECT MANAGER

TotalOffice Interiors, an established greater Boston contract furniture dealership, is seeking a Project Manager (PM) to manage the logistics of complex contract office furniture projects. The Project Manager will be the liaison between TotalOffice Interiors, the client and all other project team members.

### **Responsibilities:**

- Meet with TotalOffice personnel to understand project requirements.
- Interface with project team via site visits and attendance of project and construction meetings.
- Complete site verification, set project schedule, track orders and provide updates to the team.
- Assist in preparation, submission and analysis of client's proposal.
- Provide onsite supervision of installation and "punch-list" orders.
- Effectively manage client expectations, goals, schedule and budget relating to furniture scope.

### **Qualifications:**

- Bachelor's degree in Project Management or similar.
- Project Management and/or contract office furniture industry experience a plus.
- Effective presentation and communication skills, comfortable presenting ideas.
- Superior computer skills - including Excel, Word etc., TeamDesign, AutoCAD proficiency a plus.
- Strong spatial sense and mechanical acumen.
- High attention to detail; ability to manage & prioritize multiple projects.
- Team player; Self-motivated and able to take initiative.
- Highly developed communication skills; comfortable managing various trades.

**Benefits: Salary + Bonus Plan, Medical, Vacation, 401-K**

TotalOffice operates as a highly collaborative, fast paced and cohesive team. Each member brings a high level of expertise and pride to their role and to every client experience. If you are the candidate we're looking for, please send your resume to: [Rpaone@toi-inc.com](mailto:Rpaone@toi-inc.com)