

PROJECT MANAGER

TotalOffice Interiors, a fast-growing Boston based office furniture dealership, is seeking a **Project Manager** to manage the logistics of complex **office furniture & architectural wall** projects. This individual will act as the **TotalOffice** representative on the client's project team.

Responsibilities:

- Review project requirements and attend project/construction meetings.
- Assist in preparation, submission and analysis of client's proposal.
- Complete site dimension verification, set project schedule, track orders and provide project updates.
- Provide onsite supervision of installation and manage required tasks necessary to close-out project.
- Effectively manage client expectations, goals, schedule and budget relating to project.

Qualifications:

- Bachelor's degree in Project Management or similar.
- Project Management and/or office furniture industry experience a plus.
- Effective presentation and communication skills, comfortable presenting ideas.
- Superior computer skills - including Excel, Word. 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.

Offering above market compensation plan & benefits

TotalOffice operates as a fast paced and cohesive team. Each member brings a high level of expertise and pride to their role, applying it to every client experience. If you are the right candidate, please send resume to:

Rpaone@toi-inc.com