

The Project Manager Reports to VP of Operations and President

Project Managers at Officeworx work directly with designers, clients, and the sales team to design unique furniture solutions for commercial environments. Manage multiple projects in various stages from initial design through installation. They are responsible for the creation of drawings, renderings, specifications and estimates for each of their projects. A strong attention to detail as well as flexibility to adapt to changing requirements is paramount for the successful completion of each project.

Responsibilities and Duties:

- Meet with clients and sales team to develop design and programming requirements.
- Generate plans, 3D drawings, renderings, specifications, and estimates for client/sales review and approval.
- Specify furniture finishes and coordinate interior finishes (paint, carpet, wall covering, etc)
- Verify field conditions to ensure products will fit and operate as designed.
- Provide trade coordination documents and communicate with trades to confirm requirements are met.
- Review vendor acknowledgements to verify specification accuracy.
- Oversee installation from office or in the field as needed.

Qualifications

- Degree or experience in Interior Design, Architecture, or furniture specification
- Proficiency with AutoCAD 2D + 3D
- Experience with Rendering
- Competence with Excel, Outlook, Word
- Ability to manage time effectively on multiple tasks
- Flexibility to balance team and individual work
- Thorough attention to detail and accuracy

Michael Falzetti President

Officeworx 687 Old Willets Path, Hauppauge, NY, 11788

Phone: 631-470-4277 | Fax: 631-716-7465 | Cell: 631-871-6802

Email: mfalzetti@theofficeworx.com