

job description

FF&E project manager

statement

The Project Manager shares kimiko's values and core beliefs, strives for excellence in personal and professional development, and contributes to the growth of the company.

you are

Eager, evolved, open to a different way of working. Creative (you think outside the cube) interdependent, willing, curious, team oriented, a go getter, fun, detailed, technical, invested, responsible, accountable, smart worker, experienced, eager to realize your potential, passionate and fastidious about details and processes.

responsibilities

Manage all phases of a furniture project including planning, design, FF&E construction (installation), electrical and technology integration, move management, punchlist resolution, and occupancy-activation. This position involves up to 50% travel.

essential duties

- Create staffing plan for executing scope of work through completion. Manage project team, both internal and external, to ensure seamless coordination with all consultants and project team members. Coordinate with project managers across the firm on matters concerning staff assignments, resource utilization and project deliverables.
- Read and understand all documents defining project including agreements, leases, work letters; participate in programming, site surveys, budget refinement; develop familiarity with schedules, drawings, FF&E submittals; prepare meeting minutes and verify distribution list for each project document and deliverable.
- Confirm project criteria. Compile project's scope, budget and schedule; translate, prepare and communicate accurate timelines, task lists, and project milestones to client's key personnel and project team. Ensure all project participants understand project goals, assumptions, and constraints.
- Follow updated construction phases for impact on furniture schedule. Display flexibility and creative problem solving to adjust to changing conditions within the project. Communicate updates to all team members including client.
- Collaborate directly with Project Executive for development, review and approval of design package if part of scope. Work in tandem with client's outside project designer or architect. Apply design leadership skills to ensure the project design intent is maintained and will meet client expectations. Lead, manage, and hold team accountable for project work and ensure deliverables meet project milestones and kimiko quality standards.
- Advocate for client in all phases and relationships. Establish and maintain client focus through performance goals, deliverables, meaningful reports and value-added services with obsessive attention to detail. Provide superior client service to internal and external clients. Manage and represent the client throughout installation including overseeing multiple vendors, punch lists and detailed communications. Document punchlist issues and see to their resolution in a conscientious manner.
- Oversee the review of furniture installation plans for conformance to specifications' brand standards. Prepare meeting minutes, create status reports, process purchase orders, update tracking reports, and maintain files for due diligence and financials.

- Accurately estimate and track actual professional hours for yourself, entire kimiko team and its consultants. Model positive motivation and guide team in profitable time management tactics.
- Work independently at times and assume ownership and responsibility for full scope of certain projects.

essential duties

- Bachelor's degree in Interior Design, Architecture, Engineering, Construction Management, Business Administration, or related field.
- High level of proficiency in AutoCAD and related software.
- Minimum 10 years furniture/design industry experience.
- Highly organized with strong research, organizational, and analytical skills.

+think outside the cube.