



## **Full Time Project Manager for a specialty interiors contractor in the Education, Healthcare and Laboratory Market Segment**

*Do you want to join a winning culture?  
How about finding your professional home with people you enjoy working with?*

NEIS Collective a leading cabinet, casework, fume hoods and equipment dealership selling furniture interiors in the K-12, College/University, Laboratory and Healthcare market segments has an immediate opening for a full time Project Manager in our Grand Rapids, MI office.

The position of Project Manager is responsible for the performance of their assigned projects from award to close out. Projects are expected to be delivered on schedule, under-budget, and within scope specifications. This involves managing a thorough project turnover, overseeing accurate submittals, monitoring project schedules, organizing detailed order releases, coordinating delivery and installation, and a timely punch and closeout. These duties require excellent customer service, collaboration with the project team and proactive communication with vendors, customers, and installers.

### ***Essential Duties and Responsibilities:***

- Manage assigned projects from start to finish, ensuring that all activities are efficiently coordinated and completed on time, within budget, and in accordance with contract documents.
- Lead a thorough project turnover from estimating and sales.
- Collaborate with the engineering team to provide your customer with an accurate and timely submittal package. This includes revision control of shop drawings over the life of the project.
- Communicate proactively with the customer on all aspects of the project.
- Coordinate customer schedule as it relates to our scope and milestones.
- Manage our vendor partners to ensure timely order release and delivery.
- Organize project files and folders to ensure success through accurate execution.
- Manage the change order request process including proposal generation and acceptance.
- Review project reports and monitor financial health of your project's material and labor.
- Manage timely and accurate payables and receivables as they relate to the projects.
- Work with the Installation team to coordinate deliveries and labor needs (Superintendent and Foreman).
- Attend project meetings and jobsite visits as required.
- Identify and resolve project problems to meet customer needs.

### **Qualification Requirements**

- Have the ability and desire to be in the field 10-20% of the time
- 1+ years' experience with project management preferred
- 1+ years' experience with cabinetry, lab or office furniture and overall construction experience preferred
- Bachelor's Degree or higher preferred, comparable experience, or a combination thereof, in field related to Construction, Engineering or Architecture
- Strong computer skills

- PEOPLE - INTEGRITY - INTENTION - ACHIEVEMENT - HUMILITY -

- MS Office (Excel, Word, Outlook)
- Google (Gmail, Drive, Docs, Sheets)
- Bluebeam preferred
- Dependable work ethic
- Excellent accuracy and attention to details
- Drive to learn and develop
- Great organization and prioritization skills
- Works well on a team; collaboration
- Record of strong, proactive communication skills
- Works well under pressure, time-constraints, and challenges
- Valid Driver's License and available transportation to visit job sites, customers and other work-related venues

***We offer personal and professional advancement and a family friendly atmosphere that reflects our Core Values:***

***People - Integrity - Intention - Achievement – Humility***

In addition to being a great place to work, we offer a competitive compensation package as well as generous PTO, health and welfare benefits. The salary will vary based on applicant's experience, skills, and abilities, geographic location as well as other business and organizational needs.

***If you are looking to join a winning culture with a market leader...*** Please send your resume in confidence to Human Resources at [hr@neis.com](mailto:hr@neis.com) and visit us on the web at [www.neis.com](http://www.neis.com) to see a collection of projects we've completed with passion and creativity and see why NEIS Collective is a great place to call your professional home.

*Affirmative Action Equal Opportunity Employer/Drug-Free Workplace*