

FURNITURE PROJECT MANAGER

GL Seaman & Company is a leading contract furniture dealership based in Dallas, Texas with additional offices in Fort Worth and Plano. We create beautiful workspaces. We provide extraordinary service to our clients, and we believe in hiring the best talent. We are seeking an experienced project manager to join our team.

Our Project Managers have the opportunity to bring the customers' vision to reality. They are resourceful, professional and have hustle. They will simultaneously manage multiple projects from order acceptance through final punch list and the completion of the project. They are organized, can manage priorities, work well independently or as part of a team, trouble-shoot issues, solve problems.

GL Seaman Project Managers are highly involved in projects from start to finish. They work closely with the Sales Associate, Project Coordinator and Designer, and often times, the customer or customers' general contractor, to facilitate all aspects of the installation. They will represent GL Seaman at the job site by providing an extraordinary customer experience from start to finish and ensuring the installation is carried out flawlessly.

If you are self-disciplined, outgoing, intuitive and effective at facilitating information, we want to talk with you! This role requires exceptional attention to detail while overseeing multiple jobs with various deadlines.

Candidates should have an Associate or Bachelor's degree in project management, or construction preferred. Experience in project management, especially in contract furniture, preferred; knowledge of Knoll and/or Herman Miller is a big plus.

Position Highlights:

- Be a self-starter and self-motivator who takes initiative and plans proactively
- Think outside the box; be a natural problem solver
- Be extremely organized with good time management skills and the ability to work independently
- Possess a strong attention to detail and accuracy
- Demonstrate exceptional customer service skills with a passion to provide solutions to clients' needs
- Understand blueprint drawings and construction documents
- Be proficient with MS Office Suite; experience with Core, Corrigo and PlanGrid beneficial.

A hybrid work schedule does not fit this position as this is a fluid role. Our project managers are in/out of the office all day, almost every day.

Company business hours are M-F 8:30am-5:00pm | This is a fulltime, exempt, salaried position with generous benefits.