

INTERIOR CONSTRUCTION PROJECT MANAGER

The Interior Construction division of GL Seaman & Company is adding to their Project Management team. Representing DIRT Environmental Solutions, the Project Manager oversees all aspects of the installation of pre-fabricated custom interior design solutions.

The Interior Construction Project Manager is involved in the project from the start by engaging with general contractors and other vendors to keep things moving smoothly. They will simultaneously manage multiple projects from order acceptance through the completion of the project.

The Project Manager will represent DIRT by GL Seaman by providing a stellar customer experience and ensuring the installation is carried out seamlessly. Success is achieved by being detail-oriented, hardworking, responsible, resourceful, and pro-active with a can-do attitude and problem-solving nature. You must be a self-starter, possess an energetic personality, think on your feet, work well independently and in conjunction with the Interior Construction team and be committed to creating extraordinary customer experiences.

At GL Seaman, we create beautiful workspaces. We provide extraordinary service to our clients, and we believe in hiring the best talent. If your experience is aligned with the preferred qualifications, let us hear from you to have a conversation about joining our Interior Construction team.

Position Highlights:

- Review and understand production drawings for accuracy with a thorough understanding of entire scope of project
- Manage all aspects of project schedules
- Manage all aspects of installation and delivery
- Serve as primary on-site contact
- Conduct site surveys and verify field dimensions for accuracy
- Understand all local code requirements including construction, millwork, and power/data
- Manage project costs through RFI/change order processes
- Record and submit deficiencies to the manufacturer
- Communicate with clients, general contractors, and other project managers
- Dedicate to learning DIRT capabilities and project execution procedures
- Possess a high HQ – “Hospitality Quotient” – we are in the service business – making others feel good, makes you feel good.

Preferred Qualifications:

- Associate's or Bachelor's degree in Project Management or Construction Science
- Experience with prefab/modular solutions (walls, floors, power/data, etc.) a plus
- Understanding of interior construction including architectural elements, lighting, electrical, HVAC and basic base-building knowledge
- Ability to read and interpret construction drawings and floor plans
- Expertise in construction methodology and the building process

- Practices and positive interpersonal and organizational skills with ability to foster and leverage relationships; comfortable interfacing with clients, architects, general contractors, vendors and internal team
- Innate ability to operate with a sense of urgency; multitasking efficiently in a fast-paced environment
- Must be extremely organized, with good time management skills and the ability to work independently
- Exceptional customer service skills with a passion to provide solutions to meet clients' needs
- Intermediate fluency of MS Office Suite; experience with CAD or other 3D software a plus
- Previous knowledge of DIRT products and solutions an asset
- Familiarity with all phases of interior construction planning is beneficial
- Previous experience working in an architecture and/or interiors firm helpful

This is a fluid position in/out of the office requiring reliable transportation to travel to local client locations, job sites, etc.

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