



SKG Project Manager

Company Background

SKG is the premiere Knoll furniture dealership for Central and South Texas. Established in Austin, Texas over 20 years ago, SKG continues to build upon its reputation of providing customers unique, creative and cost-effective office solutions that are skillfully supported by its exceptional service teams. SKG is a woman-owned company with active dealer principal participation. Through this participation and its cast of knowledgeable, top-quality employees, SKG exhibits an atmosphere of creativity, collaboration and professionalism that provides its customers the highest levels of design excellence and environmental sustainability.

Position Summary

As a Project Manager for SKG, we expect you to lead the transition of an awarded project through order entry, into the installation and post-installation phase. You will directly interface with the client at many levels, so professionalism and diplomatic communication skills are essential. The specific tasks we expect from the Project Managers include:

Responsibilities

- At time of project award, participate in project kickoff activities: meetings, events, etc.
- Be on-site between award and final pricing of labor; give yourself enough time to gather all information for accurate pricing of installation
- Use the WORKBOOK to track all information regarding site conditions and product integration; use the Implementation tab
- After order entry, review acknowledgements; review acknowledgements to the site plan/floor plan and confirm the delivery and installation timelines
- Revise scheduling based on acknowledgements for both the internal and external clients; continue to do this for the remainder of the project
- Request and review installation packages, review for accuracy and clarity for installers
- Verify core placements and wall blocking plans
- Create, modify and maintain project schedules and verifications of product deliveries; provide tracking of shipments and issue **weekly** status reports; these can be done in coordination with the Selling Team
- Prior to installation dates, request, prepare and provide COIs to property management, clients and other interested parties; copy the Selling Team
- Take part in construction meetings
- Evaluate building conditions for planning purposes throughout the project



- Confirm deliveries with building management, reserve docks and elevators
- Understand general installation of products
- Understand how to read a BOL and all packaging information
- Advise receipt of all products at site or warehouse
- MAKE SURE a Pre-Installation meeting is happening at least one weeks (if possible) ahead of delivery
- Coordinate man power scheduling with Installation Manager based on the final pricing spreadsheet
- Facilitate and manage PRE-punch and punch activities with Installation team via PlanGrid
- Work with various trades to make sure all coordination occurs
- During Installation phases, provide DAILY electronic updates, including photos, to client and influencer team members
- Be on site for installations
- Be present for all punches
- Work punch lists to completion, including all non-bill and warranty claims with vendors and Installation resources