



SKG Project Manager

Company Background

SKG is a Certified MillerKnoll Dealer 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