

KIMMERLE WORKSPACE, Account Manager/Project Manager

Company Overview

Workspace has been providing procurement and purchasing services for Kimmerle Group's client base for over 25 years. As an integral part of Kimmerle Group's turnkey platform, Kimmerle Workspace works alongside Kimmerle Newman Architects, Kimmerle Branding and Kimmerle Project Management to ensure that client needs and project vision are incorporated at every level through furniture and fixtures.

Job Responsibilities

- Assume the lead role in managing a project after the sale has been completed
- Maintain active contact with client on all project activities
- Manages billing and invoicing activity
- Prepare design image packages and preliminary budgets
- Responsible for resolving punch list items
- Manage vendor contracts and pricing structure
- Manage payments and project budgets
- Manage the delivery and installation process and insure that installation documents are prepared properly
- Develop status reports as necessary
- Resolve pricing issues regarding chargebacks and costs
- Verify all CAD specifications for clarity and accuracy
- Attend meetings as required

Required Experience

BS/BA preferred

Experience working at a Furniture Dealership, Manufacturer or Design Firm

Capable of reading and understanding blue prints, CAD or construction drawing

Strong communication skills, both written and oral

Highly motivated, persistent and skilled negotiator

Plans and carries out responsibilities with little to no direction, able to self-start

Comfortable working independently

Handles deadlines and pressure with ease

Knowledge of CET Designer, Project Matrix and/or Haworth's Lynx system is a plus

Location

Morristown, NJ

Compensation

Negotiable upon experience