



**Position Title:** Project Manager

**Location:** Fridley/Plymouth/Remote

**Reports To:** Dan Martin

**Department:** Added Value Services (AVS)

**Summary:** Primary purpose of this position is to provide Project Management to the Intereum Added Value Services Clients.

**Essential Responsibilities and Duties:**

- Maintain knowledge of all clients products utilized in their facilities.
- Field verification of all critical dimensions and Architectural elements that may interface with furnishings layout, as requested.
- Review furniture lay-out to make sure it meets product requirements, notifying client Designer/Project Manager of any issues.
- Ability to develop product listings of product required. Detailed product listings to prepare product quotes or comparisons.
- Assist Client/Project Managers with space planning and technical needs
- Work with clients to develop fit plans per project needs, translating Programming information into efficient and effective use of space.
- Prepare and evaluate RFPs per Project Manager requests
- Work with local and out-state vendors on installation projects outside of the Twin Cities.
- Maintain technical knowledge of AutoCAD.
- Create installation orders in Core and print installation documentation for all client installation projects.
- Prepare project quotes and estimates in Core.
- Perform other duties as assigned.

**Administrative & Product Knowledge Responsibilities:**

- Keep Client /Project Manager up to date on projects.
- Timesheets should be current within a few days with detailed backup indicating project, cost center, Project Manager and activity.



**Knowledge/Education:**

A Bachelor's degree in Commercial Interior Design or related field is desired.

**Job Experience:**

3-5 years in commercial Interior Design or related field

**Skills/Competencies:**

- Results oriented with strong customer focus and satisfaction skills
- Ability to prioritize multiple tasks
- Independent problem solving with strong negotiation skills
- Excellent interpersonal skills
- Demonstrated knowledge of high level budgeting
- Strong verbal, written and listening skills
- Ability to work in team environment
- Ability to manage internal and external vendors
- Broaden AutoCAD/computer knowledge and skills.

To apply for this position, please email resume to Penny Rosson, Human Resources Coordinator at [prosson@intereum.com](mailto:prosson@intereum.com).

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