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## Intermarket Project Manager

### Job Summary

**Location:** Tukwila

**Job Type:** Full-time

**FLSA Class:** Non-exempt

**Relevant Experience:** 3-5 years' project management experience or commercial furniture experience; Prefer Project Management Certification

**Education Level:** Bachelor's degree preferred; or equivalent of education and experience

**Effective Date:** April 2018

Catalyst Workplace Activation transforms workplaces into the most engaging places for people to work, learn, heal, collaborate and generate ideas! We thrive on thrilling our customers by creating a positive work environment that utilizes teamwork, customer service, professionalism, fun and innovation.

If you are searching for a company that is driven to see individuals grow both personally and professionally and an organization that places high value on performance, integrity and teamwork, then Catalyst Workplace Activation is the company for you!

### Job Description

The Intermarket Project Manager is accountable for managing project timelines to ensure that Catalyst Workplace Activation completes all aspects of its project responsibilities. The position requires the incumbent to assure quick, accurate, and complete order processing starting from quotation, through installation, and customer walk through. The Intermarket Project Manager is also responsible for appropriately assigning project tasks and following up on the completion of delegated tasks. The position plays a critical role in keeping internal and external customers informed on project status, action items, deliverables, and timelines. The role requires the individual to be accountable for their time management in support of attaining set budget and financial goals while performing services based on Catalyst Workplace Activation's service matrix. The position is expected to be a contributing and effective team member through actively participating in project team meetings. It's also important to understand that this position supports other dealerships, their goals and their customers, while providing complete and detailed information for our Operations Team to be successful.

### Essential Duties & Responsibilities

#### 1. Order preparation

- Creates quotation in Core/Connect/ServiceNet.
- Verifies accuracy of specifications.
- Maintains current order status in Core/Connect/ServiceNet.
- Monitors shipment status with vendors and originating dealer.
- Oversees and coordinates project team to verify final specifications.
- Verifies correct product applications as specified on floor plans.

#### 2. Project Analysis and Planning

- Conducts a thorough analysis of the project site and develops project scope.
- Provides critical time path for overall project.
- Complies with all building procedures, local, state and federal regulations, union jurisdictions, and local trade practices as appropriate.
- Interfaces with subcontractors to coordinate electrical and telecommunications plans.
- Establishes and maintains project budget.
- Meets or exceeds set time management and budget goals.

### **3. Order Management**

- Ensures timely invoicing and payment at project completion.
- Establishes and communicates change order policies for individual project.
- Maintains current and accurate project sheets for billable services.
- Responsible for maintaining thorough and detailed project documentation.
- Prepares project status reports for customers.
- Releases invoices based on Catalyst Workplace Activation terms and conditions.

### **4. Leadership and Communication:**

- Builds trusting relationships with internal and external customers.
- Communicates relevant project information to all team members in a timely manner.
- Provides feedback to team members concerning all aspects of the project.
- Represents Catalyst Workplace Activation in a professional manner to all customers and team members.
- Responds quickly and courteously to customer requests in conjunction with originating dealer.
- Participates as a team member with all office personnel.
- Assures timely punch-list resolution

### **Qualifications**

#### **Education & Experience**

- Bachelor's degree preferred; or equivalent of education and experience
- Prefer Project Management Certification
- Proficient in MS Office—Project, Word, and Excel
- Prefer 3-5 years' project management experience or commercial furniture experience
- Customer service background preferred
- Knowledge or expertise in Herman Miller systems furniture preferred

#### **Other required Knowledge, Skills, and Abilities**

- Building a solid foundation of trust internally and externally
- Creating and following master processes
- Timely Invoicing/Cash Flow
- Building and Construction: Knowledge of materials, methods, and processes used to install office furniture. Knowledge of design techniques, tools, and principles involved in production of precise technical plans, blueprints, drawings, and models. Knowledge of relevant safety equipment, policies, procedures, and strategies that promotes a work environment that is in compliance with local, state, and national safety standards.
- Customer Experience: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination: Adjusting actions in relation to others' actions. Getting members of a group to work together to accomplish tasks.
- Monitoring: Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Inductive Reasoning: Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

- **Making Decisions and Solving Problems:** Analyzing information and evaluating results to choose the best solution and solve problems.
- **Communicating with Supervisors, Peers, or Clients:** Providing information to teammates, clients, and vendors by telephone, in written form, e-mail, or in person.
- **Organizing, Planning, and Prioritizing Work:** Developing specific goals and plans to prioritize, organize, and accomplish your work. Actively doing so in an accurate manner that shows strong attention to detail as well as quality and efficiency.
- **Innovative:** Open to change and new ideas.
- **Self-motivated:** Ownership and responsibility over performance and results.

### ***Equipment Used***

- Computer including Microsoft Office suite and the internet
- Accounting system, AutoCad, and CAP
- Connect software

### ***Working Conditions***

- Varying levels of project loads
- Team environment with little supervision
- Client sites in healthcare, education, government, and corporate environments
- Non-standard business hours may include weekends, nights, holidays

The job description does not constitute a written or implied contract of employment. Catalyst Workplace Activation reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required. Catalyst Workplace Activation's employment policy is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, age, otherwise qualified disabled or veteran status.