

United Kingdom Jobs Expertini®

Project Manager - Project Based (Contingent)

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Company: Hilldrup

Location: United Kingdom

Category: business-and-financial-operations

Description

This role is remote, and you can reside anywhere in the United States. This position falls under Hilldrup's WeSolve Workplace Environments Inc.

GENERAL DESCRIPTION OF POSITION

Are you ready to open a world of opportunity in talent mobility? Our clients include some of the largest and most recognized brands in the world. They're innovators and leaders in their industries, making life-enhancing breakthroughs every day. We help them tap into those opportunities by placing their exceptional people where they need to be, anywhere in the world. When it comes to service, we set the bar for exceptional ... and then we raise it with fresh ideas, leading tools, and innovative approaches, and it's all grounded in our values. We call it People-first Mobility. We're looking for exceptional people who share our passion for delivering the highest levels of service. If that sounds like you, and if you're ready for a new career opportunity, we'd like to hear from you! Here's to the world ahead.

We are looking for a temporary **Commercial Services Project Manager** who is the point of contact for physical moves and reconfiguration work, responsible for the activities of movers, installers, and other trade professionals required in a project. The designated leader of projects works closely with our Account Management team to lead and manage projects of all shapes and sizes. They are responsible for ensuring each project under their oversight is performed timely and that it stays on track through completion. This responsibility includes the oversight of the vendors performance of all activities under the direction of our client(s)

expectations by supervising supporting staff and vendors to ensure the project scope, schedule and budget are met and the desired objectives and expectations of the company and the client are met.

Primary Responsibilities:

Responsible for managing their assigned scopes of work, ensuring the activities of all vendor labor under their direction perform the work as required and that it is completed in a timely and accurate manner meeting expectations.

Provide leadership to the managed vendors by communicating project objectives, work schedule, work duties, and any building compliance requirements or customer expectations.

Ensure that all assigned vendors follow safe work practices in order to mitigate injury and loss. Review with the vendors any project-associated procedural guidelines communicated to the field by our corporate Risk department.

Manage their portion of a project's budget associated with the assigned scope of work. This task will include being aware of when the project's scope of work changes and conveying the details of the change to the assigned Account Manager. Assistance in the formal submittal of such Change Orders when necessary to prevent scope creep.

Responsible for the completion of pre- and post-project paperwork and other documentation, including working closely with the Account Manager and/or the Customer for any close-out paperwork requirements for which they oversee.

Collaborate with supervisory staff, vendors and Account Manager to resolve problems, including work procedures, complaint, and other occurrences while in the field, while maintaining a professional and positive working relationship between all parties.

Submit time and expenses on a weekly basis.

Performs other related essential duties as assigned or requested.

Position Requirements

Required Skills:

Ability to effectively communicate information, both written and verbal and respond to questions in person-to-person and small group situations with customers, clients, the

general public, and other employees of the organization.

Ability to work well under pressure and deadlines

Ability to read and understand architectural and furniture drawings and specifications

Ability to multi-task and keep up-to-date knowledge of project processes

Intermediate Microsoft Suite skills

Systems Furniture experience required

Willing to travel within the US on a regular basis

Required Experience:

Four years high school, plus one to three years related experience and/or training. Or equivalent combination of education and experience.

Minimum five years in a Project Manager role

Three to five years of experience working in a customer-facing environment

Key skills we are looking for experience with:

Process development

Process Implementation

Self-Starter

Detail and documentation

Working with little supervision

Managing people

Communicating with all levels of staff

Liaison between companies for communication transfer

Corporate America cube farms

Corporate America types of seating 1:1, Hoteling, Alternative Seating, Drop In, etc.

Corporate America call centers or companies with high (above 50%) churn rate

Global PM or communication

System furniture as well as office furniture

Programming for Space Planning

AutoCAD knowledge, ability to use AutoCAD

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