



Full Time Project Manager for a Custom Architectural Woodwork Shop

***Do you want to join a winning culture?
How about finding your professional home with people you enjoy working with?***

Artisan Millwork, LLC is a custom architectural millwork fabricator located in the heart of Southern New England, a region with a rich history in superior woodworking. Artisan is known throughout the Northeast Region and beyond as a premier partner to many of the largest and most forward-thinking CMs in the country. We produce millwork for our clients who are in the K-12, Higher Ed, Health Care and Aviation sectors. Our team is growing and developing. We are seeking to hire an individual for the role of Project Manager.

The position of Project Manager is responsible for the performance of their assigned projects from award to close out. Projects are expected to be delivered on schedule, under-budget, and within scope specifications. This involves managing a thorough project turnover, overseeing accurate submittals, monitoring project schedules, organizing detailed order releases, coordinating delivery and installation, and a timely punch and closeout. These duties require excellent customer service, collaboration with the project team and proactive communication with vendors, customers, and installers.

Essential Duties and Responsibilities:

- Manage assigned projects from start to finish, ensuring that all activities are efficiently coordinated and completed on time, within budget, and in accordance with contract documents.
- Lead a thorough project turnover from estimating and sales.
- Collaborate with the engineering team to provide the customer with an accurate and timely submittal package. This includes revision control of shop drawings over the life of the project.
- Communicate proactively with the customer on all aspects of the project.
- Coordinate customer schedule as it relates to our scope and milestones.
- Manage our vendor partners to ensure timely order release and delivery.
- Organize project files and folders to ensure success through accurate execution.
- Manage the change order request process including proposal generation and acceptance.
- Review project reports and monitor financial health of your project's material and labor.
- Manage timely and accurate payables and receivables as they relate to the projects.
- Work with the Installation team to coordinate deliveries and labor needs (Superintendent and Foreman).
- Attend project meetings and jobsite visits proactively and as required.
- Identify and resolve project problems to meet customer needs.

Qualification Requirements

- The ability and desire to be in the field 20-25% of the time
- 5+ years Millwork project management experience required, 10+ years preferred
- 5+ years' additional woodworking shop floor experience will be viewed favorably
- Exceptional verbal and written communication skills
- Strong computer fluency-
 - MS Office (Excel, Word, PowerPoint)
 - Google (Gmail, Drive, Docs, Sheets)
 - AutoCAD, PlanGrid, Bluebeam

- PEOPLE - INTEGRITY - INTENTION - ACHIEVEMENT - HUMILITY -

- Dependable work ethic
- Excellent accuracy and attention to details
- Innate drive to learn and develop
- Great organization and prioritization skills
- Works well on a team; committed to collaboration
- Works well under pressure, time-constraints, and challenges
- Valid Driver's License and available transportation to visit job sites, customers and other work-related venues

We offer personal and professional advancement and a family friendly atmosphere that reflects our Core Values:

People - Integrity - Intention - Achievement – Humility

In addition to being a great place to work, we offer a competitive compensation package as well as generous PTO, health and welfare benefits. The salary will vary based on applicant's experience, skills, and abilities, as well as other business and organizational needs.

If you are looking to join a winning culture with a market leader... Please send your resume in confidence to Human Resources at hr@neis.com and visit us on the web at www.artisanri.com to see a collection of projects we've completed with passion and creativity and see why Artisan Millwork is a great place to call your professional home.

Affirmative Action Equal Opportunity Employer/Drug-Free Workplace