



Furnishing Productivity™

Position: Project Manager – Laboratory and Casework

Division: DS&D Architectural Products Group

Location: Syracuse Office
6067 Corporate Drive
East Syracuse, NY 13057

Territory: NY State, excluding lower 7 counties

Job Description

To assist the Sales team by managing the progression of each job – from signing of contract through punch-list completion – to achieve the highest profitability and customer satisfaction.

Position requires approximately 60% in-office time and 40% in-field work attending client meetings and site inspections.

Responsibilities Include

- Formulating accurate delivery and installation schedules by reviewing site conditions and customer deadlines
- Reviewing shop drawings and architectural plans for accuracy to ensure that the recommended product solution accurately fits the client's requirements, specifications and the environment in which it will be installed
- Maintaining contact with client contact(s) throughout the project, communicating accurate information and responding to inquiries in a timely and professional manner
- Identifying and responding to field conditions which may impact the installation of the project
- Documenting and confirming approval of all change orders
- Work closely with the Field Project Coordinator(s) for day-to-day management of projects

Requirements

- 3-6 years related work experience
- Excellent communication skills
- Detail-oriented, multi-tasker
- Construction experience is preferred but not required (Contractor/AIA documents/drawings)
- Intermediate level Microsoft Word and Excel
- Laboratory products and case goods knowledge
- Construction Management Software (Timberline preferred)

*This is a full-time position which includes excellent benefits package.
Dancker, Sellew & Douglas is an EEOC employer.*