

YOUR CAREER AS A

Project Manager (PM)



The **Dealer Project Manager** supports the dealership by working with the sales team and the operations team to make sure every project is completed on time and within the budget and that the client is happy with the end result. The PM is essentially responsible for the logistics of a project and the more organized they can be before an installation begins, the better the project will be for the customer. Many Dealer Project Managers have an interior design degree. The PM role is very mobile. The PM often works in the field, on job sites, and interacts with clients daily.

Some of the daily work a PM might perform include:

- Inspecting job sites
- Reviewing orders
- Tracking ship dates
- Scheduling installations
- Creating installation packets with drawings
- Meeting with clients
- Attending meetings with internal teams
- Meeting with installation teams
- Punching projects

About Office Environments

Office Environments is a contract furniture dealer headquartered in Birmingham, AL. We specialize in providing space furnishing solutions to the commercial, healthcare, education and government markets. Office Environments is the only Herman Miller Certified Dealer in Alabama and North Florida and has a vast product selection from over 100 additional manufacturers. We strive to be the premiere contract furniture provider with the highest quality products and best customer service in our market.

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