



Project Manager

Miles Treaster Associates (MTA) seeks a Project Manager to serve as MTA's single point of contact for all aspects of assigned contract furniture projects, from the inception of projects to final close-out, and invoicing.

The ideal candidate plans, coordinates, and oversees all tasks, critical dates, client and third-party interface, and relations, performance quality, and customer satisfaction, budget, and project administration for each assigned project. The position is responsible for the entire business transaction of each client project.

Responsibilities and Duties:

Customer/Account Servicing:

- Provides a single point of contact for the customer for all project communications.
- Provides professional customer interface and client relations throughout project.
- Is responsible for customer signoffs, approvals, and formal paperwork.

Project Planning, Coordination, and Management:

- Establishes overall project scope and manages dealer/manufacturer team to ensure a coordinated effort.
- Directs, coordinates, and manages task assignments and completion for entire dealer team.
- Develops work plan, schedule, and logistics based on overall project parameters, project schedule and scope, and customer's goals.
- Reviews project site, plans, and product specifications.
- Assists in establishing fees, developing quote/presentation, and making presentations to customer.
- Provides technical consultation to customer and customer's team .
- Provides a single point of contact for, and coordinates with, client and all third-party firms (A&D firm, contractor, cabling vendor, building manager, electrician, and other trades, client's facility and IT groups, movers, etc.).

Project Administration:

- Maintains detailed project documentation, including documentation of key project decisions and customer/project requests/revisions.
- Provides timely, formal written communications throughout the project to clients, dealers, and project teams.
- Manages accurate and detailed record-keeping, including receiving documentation, timesheets and contract adherence, signoffs, and approvals, key decision records, etc.

Project Implementation:

- Assists in the preparation of the quote, the development of the proposal, and the presentation to the client.
- Reviews technical services' plans and specifications for accuracy, completeness, and correct product application.
- Coordinates with customer service for order entry notes and product delivery schedule.

Order Management:

- Reviews ship dates for adherence to original requirements.
- Interfaces with manufacturers, as necessary, regarding shipping schedules and special instructions for manufacturing/shipping.

Installation/Implementation:

- Supervises site installation, including the performance of work, installation administration, and timeliness of task completion.
- Ensures field paperwork is complete and delivered promptly.

Punch, Invoicing, & Project Close-Out:

- Walks project and develops punch list, responsible for punch list resolution.
- Confirms project completion and ensures all invoicing is timely and accurate.
- Manages all final project close-out requirements, including lien releases, contract requirements, client signoffs, etc.

Contract Furniture/Technical Skills:

- Strong product and technical knowledge, including applicable building codes, correct product application, custom applications, and pricing, price estimating and solicitation, electricity, cabling, etc.
- Has the ability to produce takeoffs, specifications, and order ready documentation if required.
- Ability to analyze, plan, schedule, and implement project installation.
- Strong knowledge of all aspects of contract furniture management, including account management, project management, order preparation, order management, installation, relocation, and contract furniture administration.
- Working knowledge of interior construction, interior design, moves and relocations, trucking, furniture manufacturing, and shipping, building management, and current workplace issues.

To apply, send a cover letter and resume to jtse@mtaoffice.com. **No phone calls, please.**

Named on the by the Sacramento Business Journal's list of "Best Places to Work in 2020 and 2021, MTA offers competitive compensation based on experience with comprehensive benefits, including medical, dental, and vision insurance. You'll also become an employee-owner through our Employee Stock Ownership Plan (ESOP) and earn shares in the company after completing one year of service.

About Miles Treaster Associates (MTA):

A full-service firm, MTA elevates environments to work, learn, heal, and play and inspires people to be their best—naturally. Our inspired commercial spaces are featured in many of Northern California's most noted locations, including SMF Terminal B, Golden 1 Center, SAFE Credit Union Convention Center, and dozens more. Featuring more than 200 of the best contract furnishings brands, MTA is Sacramento's Miller Knoll Certified Dealer and modern design connection. Proudly women-led since 1992, employee-owned since 2006, and listed on the Sacramento Business Journal's "Best Places to Work" in 2020 and 2021.