



<https://scicustom.com/job/project-manager-3/>

## Project Manager

### Description

SCI, an American based manufacturing company that specializes in providing high performance furniture to the restaurant, educational, hospitality, healthcare, corporate and gambling industries is hiring a Project Manager.

### Responsibilities

Core duties and responsibilities include the following:

- Process design requests and submit to interior design team as required for specific accounts.
- Complete quotes and enter orders as needed based on customer and outside sales input.
- Submit design reviews and quote completions to customers for review and signature approval.
- Communicate with departments to ensure design, manufacturing, purchasing and accounting are aware of project requirements.
- Answer customers' inquiries promptly and keep them informed of order status, project progress (including any changes) and completion date. Be the customer's advocate.
- Decide project schedules based on customer input and communicated company lead times.
- Responsible for all project ship dates/delivery dates, including new orders and warranty orders, based on input from production, purchasing, and communicated company lead times.
- Responsible for working with customers, as assigned, to take a project from start to finish, including all the above processes plus any additional requests by Senior Project Manager or outside sales.
- Partner with production and manufacturing to verify the progress of the jobs.
- Maintain tracking system to communicate progress of project quotes, tasks, orders and timelines.
- Communicate in a positive and professional manner when partnering with customers and employees.
- Respond timely to service and warranties for internal and external customers.
- Assist in answering phone calls so no inbound calls go to voice mail.
- Manage and prioritize competing demands. Be flexible to changes and delays.
- All other duties as assigned.

### General Background and Minimum Requirements

- Associate's degree; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Ability to read and interpret documents and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak and write effectively to customers or employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest,

### Hiring organization

SCI

### Employment Type

Full-time

### Job Location

125 Connell Ave., 60436, Rockdale, IL

### Date posted

September 11, 2024

commissions, proportions, percentages, area, circumference, and volume.

- Knowledge of Database software and Microsoft Office products (Excel, Word, and etc.).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.