



PROJECT MANAGER

Job Type: Full Time	Pay: Salary + Bonus starting at \$35,000+ (depending on experience and or education)
Schedule: Monday-Friday, occasional Saturday's	Ability to commute: Greenville, SC 29611- Must have reliable transportation
Education: Bachelors (Preferred)	Experience: Interior Design and or project management required, both preferred

Job Description:

A project manager is responsible for planning and overseeing projects from the initial ideation through to completion. They coordinate people and processes to deliver projects on time, within budget and with the desired outcomes aligned to objectives. Project Managers must develop a plan of action to get a project completed, working across departments to ensure their needs and wants are included within the confines of the project and budgetary restrictions. This role is intended to support the Primary Designer of Dwell Chic Interiors on various administrative, management and creative projects. The role will require communication with clients and vendors as a representative of Dwell Chic LLC. The position requires a candidate who is highly organized, self motivated, has a can-do attitude, is efficient, articulate, and is able to multitask.

Responsibilities Include (not limited to):

- Scheduling appointments with clients, reps and vendor site visits
- Drafting as necessary
- Upkeep team calendar
- Setting new projects up in operating system (Design Manager)
- Filing - fabric and paperwork
- Running all errands (UPS, ordering and supplies needed for office, dropping off things at clients and various vendors when needed)
- Checking stock of fabrics on schemes we are presenting prior to presentation
- Setting up trade accounts with vendors

- Staying on top of trade accounts/access in Design Manager (login & rep info)
- Staying on top of availability of status of samples in the resource room and what has been discontinued
- Ordering/requesting memos for designers as needed
- Maintaining resource room
- Setting up new client files, bins, etc. and keeping them up to date after meetings
- Organizing storage unit when needed
- Scheduling travel when needed
- Set up for client meetings and clean up after
- Showroom Upkeep
- Vendor communication: telephone and face to face meetings with sales representatives or showrooms, researching pricing, spec sheets, stock checks, etc.
- Assist with errands: Pick-up/deliver between various locations and Dwell Chic's office (e.g. picking up samples, mock-ups, etc.).
- Assist with upkeep of the showroom.
- Assist management with daily operations of the showroom.
- Retail and interaction with showroom and design clients.
- Build and breakdown packing material (boxes etc.)
- Other administrative duties as required.

Qualifications:

- Proficiency with Google Suite (or comparable MS Office applications) Adobe Suite (Photoshop or InDesign). Working knowledge of Sketchup or AutoCad strongly preferred, but not required.
- Acute attention to detail (like this is your superpower)
- Extremely computer-savvy (Mac & related software)
- Positive attitude and friendly demeanor
- Extremely organized, list maker and excel spreadsheets are your best friend
- Motivated self-starter, with professional attitude and go-getter approach
- Excellent communication skills & confidence to communicate your ideas
- Team player, open-minded and happy to help
- Fast learner and adaptable
- A sense of humor – you will need it with this group

Preferred Skills:

- The ideal candidate has an interest in the construction and design industry as well as strong
- administrative skills.
- Prior experience as a personal assistant, design intern, retail, or sales are all preferred, but not required.
- Able to lift up to 50lbs.

Required Licenses or Certifications:

- Valid Driver's License and Insurance

How to Apply:

- Cover letter – tell us about you & why you want to be a part of Dwell Chic!
- Resume – tell us all about your experience!
- Email all of the above to Design@dwellchic.com