

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets of Cleveland, Detroit, Toledo and beyond. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

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|-----------------------|-----------------------|------------------|---|
| Job Title: | DIRTT Project Manager | | |
| Position Type: | Full-time | Location: | Cleveland, OH |
| Reports to: | DIRTT Champion | Contact: | Lindsey Ray lray@aminteriors.com |

Applications will be accepted through email. Please include contact information and professional references.

We are looking for a Project Management Professional to make a career of and long-term commitment to the DIRTT construction division with Interior Solutions. As a DIRTT PM, you will simultaneously manage multiple projects from order acceptance to project close. You will represent our team on the job site, ensuring a positive customer experience from start to finish and supervise the installation.

Roles & Responsibilities:

- Understand scope of work on site by communicating with all important personnel and trade leads -attend meetings
- Understand all local code requirements including construction, millwork, power and networks
- Perform Pre-Order Entry & Order Entry Procurement Processes (PO + Wire Transfers)
- Create Gantt Charts & Perform general Construction Schedule Coordination
- Measure Field Dimensions/Site Condition Review
- Utilize ICE® design suite to pull any data needed to keep the project on schedule
- Project FINAL Pricing Summaries for preliminary pricing exercises (DIRTT product, COM materials, freight & labor)
- Installation/Site Coordination to ensure DIRTT solutions are installed to our specifications and quality standards.
- Perform Deficiency orders/Punch Lists/ Post-Installation walk-throughs with clients and GC's

Qualifications and Education Requirements:

- Bachelor's degree in Construction, Construction Management or Architecture
- 3 to 5 years of construction, architectural or related experience
- Knowledge of AutoCAD or other 3D software
- Experience in Healthcare, Higher Education or Corporate markets
- Excellent customer service and team communication skills
- Strong understanding of the construction process, real estate market and job site conditions
- Ability to read construction documents and specifications
- Strong organizational skills to remember the important details of each project and scope of work
- High sense of urgency, able to execute on tasks efficiently and confidently when multitasking

Benefits Package:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone, laptop, paid vacation, car allowance, and expense credit card.

We treat our employees: as we would treat our clients with trust, collaboration and passion.

