



InovaBed is in search of a driven, detail-oriented individual to join our Project Management Team!

Inova is an innovative company that manufactures space-saving, multi-functional furniture and we are growing! Our business is fast paced and requires someone who can multitask, has great work ethics and is dependable.

We are committed to hiring people who are eager to learn, work hard as part of a team, and have an enjoyable experience doing so. Huge growth potential exists within our company!

This position is full-time, requiring a standard 40- hour work week. Must start the workday by 8am, but ending time can vary/be flexible.

Benefits include PTO/vacation, sick time, paid holidays, health, dental, vision, 401k and much more.

Responsibilities:

Deliverables-

- Review Shop Drawings internally, with Project Manager
- COM, approvals of shop drawings, finish samples and graphics

Tracking Timelines- Monitor and track timelines and deadlines, and raise flags on anything that is at risk including:

- Deliverables/approvals, making sure they happen on on-time.
- Manage projects moving between departments on/by the planned dates.
- Manage material lead times and ensuring alignment with timeline/deadlines, including outsourcing schedules.
- Coordinating install dates with customer based on ship schedule.
- Coordinating with Shipping Coordinator to make sure shipments are set up ahead of time for the correct ship dates and transit times.

Installs-

- Creating install quotes; gather pricing information and book travel for installs. Including flights, cars, hotels, forklifts, movers, labor and managing install quote worksheets. (Assistance from Project Manager with creating timelines.)
- Customer communication: request information and follow up as necessary regarding PPE, POC, start times, locations, elevator access, etc.

- Coordinate 3rd party installer communication such as details, timelines, PO's and other requirements
- Meet with Inova Installer prior to the installation to go over the install details and answer questions.
- Create warranty and replacement part orders throughout install if/as needed.
- Receive, review, and save photos & documents to the server.
- Coordinate internally with Project Manager, Engineering and Production to provide support for site team challenges.
- Track scheduled events such as trainings and site work. Transfer information from the onsite contractor, alerting PM of any action items as needed and communicating with FAM project teams as needed.

Defect tracking & managing on-site contractor daily reports-

- Data entry and coordinating for action items to be executed as described/needed.
- Saving photos, information, documents, etc on the server.
- Coordinating with Project manager for further direction.

Qualifications:

- Skilled in Microsoft Office: Word, Excel, Outlook
- Excellent communication and organization skills
- Ability to establish priorities, manage schedules, and meet deadlines
- Capacity to work well as part of a team, take direction, and complete designated tasks
- Attention to detail and motivation to learn
- Positive attitude and ability to perform in a fast-paced environment
- High school education or equivalent is required

Previous Project Coordinator/Project management experience preferred (1+ years)

Job Type: Full-time

Salary: \$40,000.00 - \$60,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance

- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Experience level:

- 1 year

Schedule:

- Day shift
- Monday to Friday