

# Plain English

CUPBOARDMAKERS

## **JOB DESCRIPTION – PROJECT MANAGER**

Job Title: Project Manager

Reporting to: Design Manager

Hours: 9:30am - 5:30pm Monday - Friday

Location: 51st East 10th Street, New York, NY 10003 & on site

We are currently looking for Project Manager to work with our New York showroom. You will be an integral part of the team and play a key role in supporting clients, external trades and the sales team. This position will ensure the smooth day to day running of every project to deliver the high standards that we demand.

The role offers an exciting opportunity for someone who has experience in project management, design/build & CAD drawings who wants to join our friendly and experienced team. Working within a fast-paced design led environment you will need to be able to cope with working under pressure, prioritising work load while maintaining excellent communications.

### **What you'll do:**

- With sufficient training & assistance from the UK technical department the aim of this role is for the candidate to be able to produce initial technical drawings of our projects
- Discuss our process & information about our Cupboards with external trades and clients in a confident and proactive manner
- Visit site to check progress, take initial dimensions & update CAD drawings accordingly
- Report individual issues to relevant departments both internally to Plain English and contractors
- To arrange delivery schedules with the shipping, delivery companies & client
- To ensure all issues are dealt with promptly and thoroughly
- Liaising with internal and external contractors
- Liaising with sales and drawing departments where necessary to explain complications and improve the quality and output of the workshop

51 East Tenth Street New York NY 10003

212 203 0726 [nyc@plainenglishdesign.co.uk](mailto:nyc@plainenglishdesign.co.uk)

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## **Who you are:**

- Able to read and understand technical drawings
- Experience of Vectorworks or AutoCad is highly desirable
- Experience in project management
- Excellent attention to detail
- Quick and efficient learner
- Team player
- Have excellent time management
- Ability to use all Microsoft Office & Mac applications
- Ability to manage a high work load and work both independently and as part of a team
- Understanding and appreciation for good design and the Plain English design ethos
- Bachelor's Degree in appropriate field of study or equivalent work experience is preferred

## **You'll love working at Plain English because:**

- There are always things to learn and huge opportunities to progress
- You'll have generous PTO
- We have weekly team lunches
- We're a small, friendly & supportive team

Please send CV & cover letter to [nyc@plainenglishdesign.co.uk](mailto:nyc@plainenglishdesign.co.uk)

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