

WE ARE HIRING

ICONMODERN

### Job Description:

Icon Modern is looking to make a full-time junior project management hire with several years of experience within the industry. This person would need to have a basic understanding of Drafting, CRM software, MS Office and the general Architecture & Design industry. This person needs to be creative, adaptive, responsive and multi-talented – a real problem solver with a positive attitude. They would be managing several projects simultaneously. They would be working with both clients and vendors/fabricators and need to be comfortable communicating with each. This person would be a customer service representative for the company, serving as the primary customer contact once an order is placed. As a custom manufacturer, every project scope has different requirements, and as such this person would quickly gain experience in a variety of areas. This is a 40-hour-a-week position from Icon Modern's West Town Office with plenty of flexibility and competitive benefits.

### Scope of Work:

- Review architectural drawings and determine Icon Modern scope of work
- Transpose designers' intent and finalize all details, pricing and delivery/install schedules
- Produce basic shop drawings using AutoCAD and Sketchup
- Communicate with clients to get approved shop drawings and finish signoffs
- Direct engagement with the fabrication & installation team to review unique details
- Coordinate details with multiple Icon Modern vendors and shops many times in person
- On-site reviews with designers and contractors as needed
- Marketing and industry involvement

### Expectations:

- Several weeks of training with Icon staff to better understand our setup, vendor network and fabrication process
- Clear communication between clients, vendors and support team
- Introductions to all key players and site visits

### Compensation: Base Salary w/ added benefits

- Health insurance, 401k plan with 3% company match
- Paid vacation and sick days
- Company phone and computer
- Internet reimbursement

