



Project Manager – National Accounts

About Us!

Inside Edge is a rapidly growing, employee owned, team-oriented company with an entrepreneurial spirit. We work to support our company's growth initiatives while supporting and servicing our customers, internally and externally, through our core company values. Our "Owner's Mentality" attracts top talent and inspires our employees to take pride and responsibility in the work that they do. We've been named a Top Workplace in Minnesota six times and aim to create a place employee-owners are proud to be a part of.

About the Team

We're enthusiastic, compassionate, bright, collaborative, fast-paced, and engaged. We bring our authentic selves to work and receive the support needed to grow. We strive to live the core company values – Integrity, Energy, Collaboration, Innovation, and Service.

About the Job:

The Project Manager coordinates and oversees commercial projects. This role is responsible for proactive and detailed planning of upcoming projects, monitoring ongoing projects, guiding installation teams, communicating with on-site customers, and troubleshooting when issues arise.

Essential Functions:

- Work with internal customer teams to fully review and understand the scope of work to be performed on each project.
- Communicate scope of work to both customer and Service teams to ensure smooth project flow.
- Coordinate all aspects of project scheduling/timing.
- Source/procure services and equipment as needed.
- Use technology and communication tools to monitor on-site activities, trouble-shoot as needed, and ensure progress stays on track for completion.
- Confirm completion of project to customer's satisfaction.
- Close out project, including vendor invoice reconciliation, overseeing product surplus management, and financial variance documentation.
- Awareness and diligence for cost-effectiveness, quality, and customer satisfaction on all projects.
- Build relationships with internal and external customers, as well as partners.
- Take ownership of problems and see them through to completion, keeping stakeholder parties involved and informed at all stages as necessary.
- A significant amount of time is spent on the phone keeping Service Providers on schedule and customers updated daily.
- Commit to professional development through relevant training provided by the company.
- Duties may fluctuate based on positions focal area, location, specific company need.
- Other duties as required related to the essential functions of the position.

Job Requirements:

- Bachelor's degree in construction management desirable or 2-Year Degree from Technical College Construction Management Program.
- Minimum 3- 5 years of industry experience.
- Computer literacy and keyboard skills.

About You:



- High level of integrity
- Problem-solving skills
- Oral and written communication
- Interpersonal skills
- Organization and planning
- Time management
- Attentive to detail and accuracy
- Professional, adaptable, collaborative
- Customer service orientation
- Self-motivation and initiative

Work Conditions:

- This job operates primarily in a professional office environment, however, occasionally a PM must have the flexibility to visit job sites, as required.
- Take phone calls during off-hours, as needed to ensure customer satisfaction.

Physical Requirements:

- Must be able to sit at a desk for long periods of time while working on a computer, and using standard office equipment (e.g., keyboard, mouse, phone).
- Employees may need to stand, walk, or move about the office to attend meetings, interact with colleagues, or access communal spaces such as kitchens or copiers.
- The ability to perform fast repeated movements of fingers, hands, and wrists (keyboarding and other tasks).
- The ability to speak, hear and read while communicating both verbally and in writing
- Occasional lifting of lightweight office supplies or documents may be required (typically up to 15 pounds).

Inside Edge Commercial Interior Services, LLC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.