



Project Manager – FlorWorx, GA

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:

Manage flooring projects to ensure profitability, quality control, and customer satisfaction while working in the field.

Essential Functions:

- Gain comprehensive understanding of all project details including, but not limited to:
 - Project plans/blueprints, FlorWorx takeoffs
 - All material installation processes within our scope of work
 - Project specifications
- Develop and maintain strong working relationship with superintendents and project managers on site.
- Develop and maintain strong working relationship with installers.
 - Assist in ensuring installers are qualified and prepared for our scope of work
- Submit field change orders to customer as needed.
- Assist in processing installer payroll
- Schedule and assist in material deliveries to projects
- Ensure all materials are installed per specification and according to project plans/designs.
- Assist in developing procedures and efficient operating systems.

Job Requirements:

- Bachelor's degree in construction management or 2-Year Degree from Technical College Construction Management Program desirable.
- Minimum 3- 5 years of industry experience.
- Ability to read "blueprints" is beneficial
- Must be able to become certified in Lull/Forklift operations
- Must be able to become OSHA 30 certified

About You:

- Highest level of integrity
- Superior interpersonal communication skills across all levels of employees
- Effective oral and written communication skills
- Excellent attention to detail
- Results driven style
- Efficient and effective time management



- Adaptable and able to effectively manage multiple, changing tasks and can thrive in an environment of ambiguity
- Self-directed with limited supervision, and willing and able to take initiative drive
- Strong customer service skills, team contributor
- Professional, adaptable, collaborative
- Computer literacy and keyboard skills

Physical Requirements:

This job operates primarily in the field the potential for some office time. Work hours – available for site meetings as early as 6:30am, projects typically are shut down by 4/5pm. This position works varied hours and requires flexibility in schedule. Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing significant safety threat to self or others.

Physical Requirements:

- Must be able to sit at a desk for prolonged periods of time while working on a computer, as well as the ability to move about the office.
- The ability stand for long periods of time while on site.
- The ability to hear and read while communicating both verbally and in writing to communicate with employee-owners
- The ability to perform fast repeated movements of fingers, hands, and wrists (keyboarding and other tasks).
- Must be able to lift up to 15 pounds at times

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.