



PROJECT MANAGER

Full-Time

RECRUITMENT 2023 - NEW YORK

JOUFFRE INC.

Jouffre Inc. is a French company, based in Long Island City, specializing in the most high-end upholstery and window treatment. The Jouffre workshops were created in 1987 in Lyon (France), a city with a great textile tradition. Our craftsmen and teams in New York, Lyon, and Rabat work for the most talented interior designers in the world on private residences, hotels and administration projects.

Working at Jouffre means striving on a daily basis to enliven the traditional know-how of our teams, by developing the bold creations of talented international designers. Our organization is very invested in the personal development of our employees, and we value initiative, responsibility, autonomy and commitment!

MISSIONS

- Receive and analyze client's specifications for custom furniture, drapery, window treatments, and wall upholstery
- Distill and organize information in order to create custom pricing for each new request
- Draft estimates based on client's specifications and requirements
- Obtain costing and prices from the production managers of each department
- Schedule appointments and meetings as needed to discuss about the project/specifications
- Integrate prices into estimates, and format estimate in accordance with brand guidelines for client review (using G-Suite and Google Sheets)
- Enter costing information and data into company ERP/Software
- Clarify and fine-tune specifications by obtaining missing/new information throughout the project life cycle
- Confirm lead time within internal workshops, and follow-up with fabrication progress
- Control of the production quality and design according client's expectations
- Manage client's expectations and potentially sensitive situations

PROFILE

We are looking for an experienced Project Manager, autonomous and proactive! The ideal candidate will be able to work in a team and must be strong in their communication skills.

Organizational and project management skills are required. The success of your missions is dependent on your ability to create a positive working relationship with your clients, and maintain an inherent knowledge of your projects.

We pride ourselves on teamwork, so gaining the trust of your colleagues and collaborating is essential to success in this role. Being sensitive to details and comfort is a real plus, and will help you to be the “eyes and ears of the client” at Jouffre.

Qualifications needed:

- Excellent verbal and written communication, organizational and time management skills required
- Able to work under pressure and meet deadlines, while managing multiple tasks
- Possess exceptional attention to detail and strong follow-up skills
- **Language:** English mandatory, Spanish or French is a plus
- **IT tools:** Be very comfortable with Apple computers and Google Suite

POSITION INFORMATIONS

Location: Long Island City, NY

Starting Date: ASAP

Number of vacancies: 1

Type of Contract: Full-time, 40 hours per week

Salary: \$60,000 to \$68,000 per year (depending on experience)

Link to Apply: <http://jouffre.hrmdirect.com/employment/job-opening.php?req=2346383&&#job>