

We're Seeking a “FF&E Project Manager” to Join Our TEAM!



The ELOCEN Group®, LLC is a Program and Project Management provider in the built environment, committed to improving the quality of lives in our communities. Key service offerings include Construction Management, Design Management, Information Technology, and Facilities & Logistics Integration. These services extend from initial pre-planning through all project development phases to final turnover/occupancy and logistics support.

Learn more at www.elocengroup.com

All interested applicants must APPLY ONLINE at
<https://elocengroup.com/careers>

Job Title: Furniture, Fixtures, and Equipment Project Manager

Reports to: Director Department: Program Operations FLSA Status: Non-Exempt

Company Information:

The ELOCEN Group, LLC is a small minority woman-owned company that is a Program and Project Management provider in the built environment with a focus on Federal & Local Government and Commercial facility projects. Our service offerings include: Construction Management, Design Management, Information Technology, Facilities & Logistics Integration.

Summary of Position:

The FFE Project Manager is responsible for the coordination of projects surrounding the retrieval and delivery of furniture, improvements, reconfigurations and furniture moves.

Primary Responsibilities:

- Familiarity with commercial databases and information systems used to track real property information and financial information.
- Experience managing construction projects.
- Experience in working with the General Services Administration (GSA), and a familiarity with GSA's rules,

policies, and general workflow.

- Working knowledge of Public Funded (State or County) projects.
- Working knowledge of Maryland Procurement Standards
- Ability to read and interpret floor plans: review and comment on Design Intent Drawings and Construction Drawings
- Ability to facilitate and coordinate the selection of FF&E and other OS&E with clients and architect/designers.
- Experience and ability to create and review independent cost estimates for construction for final approval by the client.
- Experience drafting a draft furniture layout for modular systems and office furniture.
- Ability to prepare a “scope of work” for inclusion in a Request for Proposal
- Ability to review and approve a Bill of Materials (BOM)
- Strong customer service skills.
- Strong problem-solving skills with proven analytical skills.
- Strong writing and communication skills.
- Ability to work independently on assignments provided.
- Excellent computer software skills – Microsoft Office (Word, Excel, Access), email and electronic calendar (Outlook) and excellent keyboarding skills.
- Prior experience managing large relocation/facility projects.
- Prepare and track construction or FF&E punchlist to completion and obtain client approval.
- Ability to travel as required.
- Ability to pass HSPD-12 clearance or higher.
- Ability to pass a criminal or other background check.

Candidates should have, as a minimum, a bachelor’s degree and at least three years of specialized experience in construction project management.

Minimum Qualifications (Education, Experience, Skills):

Candidates should have, as a minimum, a bachelor’s degree and at least five to eight years of specialized experience in FFE, Bluebeam, and over \$50,000,000 in minimum FF&E and budgets of \$5,000.000 to 10,000.000.

1. Degree in construction management, design or engineering-related or at least 7 years of experience and professional credentials in the commercial or government building industry.
2. Required and preferred credential are:
 - a. CCM® professional credential preferred
 - b. PMP® and LEED AP® BD+C professional credential preferred

Personal Characteristics:

1. Strong analytical, numerical, and reasoning abilities.
2. Participative work style type—advocates team concept.
3. Well-developed interpersonal skills. Ability to get along with diverse personalities.
4. Ability to establish credibility and be decisive—but able to recognize and support the organization's preferences and priorities.
5. Effective communication skills, written and verbal.
6. Results oriented with the ability to balance other business considerations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking, primarily on a level surface, for periodic times throughout the day. As required, reaching above shoulder heights, below the waist or lifting up to 25 lbs. to retrieve or store materials throughout the workday.

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