



Furniture Planner @ Facebook

The Bridge Group, LLC has an open position as a Furniture Planner at Facebook. The candidate will be closely involved in managing furniture installations at Facebook sites on the East Coast and LATAM. The position is an exciting opportunity to work at an energetic company that values work-life balance. The position is based in New York but will involve some travel.

Responsibilities will include:

1. Work closely with the furniture vendor to create a furniture package that is aligned with Facebook's standards while also understating the needs of the local team
2. Manage the budget and timeline for the furniture vendor – insure timely order placement, track costs, oversee installation and manage furniture punchlist close-out

Qualifications:

1. Experience in FF&E selection and overseeing the furniture budget and implementation
2. In-depth understanding of the various phases of design and construction in an office environment
3. Must have expertise in the Microsoft Office including Outlook, Word, Excel
4. Experience editing documents in Adobe or Bluebeam
5. Excellent communication skills, both written and verbal
6. Detail oriented and punctual
7. Ability to move fast
8. Creative thinker - enjoys thinking outside of the box
9. Self-starter, good communicator
10. Organized, knows how to prioritize

Compensation:

1. Competitive salary
2. Health, Dental, Vision, Life coverage
3. Retirement plus company matching
4. Generous PTO policy