



Furniture Program Manager

The Bridge Group, LLC has an open position for a Furniture Program Manager to support our client in the South Bay. In this role, you will work with our client's Standards team managing furniture installations, as well as working with cross-functional teams to improve current processes.

The ideal candidate will have design background with knowledge of ergonomics and sustainability and will be a detail-oriented, get-things-done individual who enjoys a fast-paced environment.

The position is an exciting opportunity to work at an energetic company that values work-life balance. This position is based in Menlo Park, CA.

Responsibilities will include:

- Working with cross-functional teams to standardize the furniture program
- Understanding the goals of the client's workplace design program and supplier partners to create a shared understanding for the furniture program strategy, implementation, and performance evaluation metrics
- Developing innovative and creative ways to evolve the furniture program to meet our client's cultural values
- Recognizing areas for internal improvement and development plans for implementation
- Leading or participating in process improvement initiatives, as assigned, and promote the sharing of standard methodologies
- Managing metrics to support project targets/deliverables
- Provide reports to senior management on project status
- Identifying needs and driving improvement

Qualifications:

- BA/BS degree in architecture or design
- Experience in furniture, ergonomics and/or sustainability
- Minimum of 5+ years of management experience
- Ability to think strategically
- Ability to pivot quickly and refocus
- Ability to prioritize and manage multiple deliverables
- Must have expertise in the Microsoft Office including Outlook, Word, Excel, Powerpoint and SharePoint.
- Experience using Asana
- Experience editing documents in Adobe or Bluebeam
- Excellent communication skills, both written and verbal
- Creative thinker - enjoys thinking outside of the box
- Possessing strong leadership skills, project management ability, and a positive approach in leading staff, clients, and project related issues



Compensation:

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