



The Bridge Group is a fast-growing woman and minority-owned project management and workplace services consulting firm. We serve a diverse clientele of top tier companies globally from our headquarters in the San Francisco Bay Area and our office in New York City.

Our highly skilled team has vast experience in a wide variety of disciplines endowing them with a deep understanding of design and construction as well as compressive knowledge of the workplace. Equally, we focus on the human element of our roles bringing well developed communication skills and the ability to inspire teams. We are committed to fostering a culture of integrity, diversity, inclusion, equity, creativity, and empowerment and we are recognized and respected in the industry for our impeccable work and solid reputation.

Opportunity

The Bridge Group is seeking a Furniture Project Manager to be dedicated full-time to our client. The candidate will be closely involved in managing furniture installations at client data center sites throughout the United States. The position is an exciting opportunity to work at an energetic company that values work-life balance. The position is based in Fremont but will involve some travel to other sites around

Responsibilities will include:

1. Work closely with furniture vendors to create a furniture package that is aligned with the client's standards while also understating the needs of the local team
2. Manage the budget and timeline for the furniture piece of the project.
3. Ensure timely order placement, track costs, oversee installation and manage furniture punchlist close-out.
4. Oversee furniture specification development and installation on both active construction projects and Day 2 work.

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 and Google Suite
4. Experience editing documents in Adobe or Bluebeam, Procore, BIM 360, SharePoint a plus
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

- Competitive salary plus bonus
- Health, dental, vision and life insurance coverage
- Retirement plus company matching
- Generous PTO policy
- Education reimbursement

Interested?

Send us your cover letter and resume to tamara@the-bg.com. We look forward in hearing from you!