



Garrett Brown Designs is looking for a new team member!

We are looking to grow our team! Are you an organizer and a planner? Do you enjoy process, logistics, and supply chain management? Do you like feeling pride in seeing your project come to life?

At GBD, our Assistant Project Manager is responsible for designing and maintaining the production flow of our commercial projects. This person serves as the main line of communication between the shop employees, clients, vendors, and the office team on their projects and must have excellent communication skills. They also have regular contact with the end client and must maintain positive relationships with clients and vendors.

Additional responsibilities include:

- Oversees each project from design to punch.
- Oversees design, client interactions, and coordinating all production and installation needs.
- Works closely with product designers and shop staff to review designs, ensure correct build packets and details are captured, and manage the ordering of project materials..
- Effectively maintains budget control and works to reduce costs on every project to enhance company profitability.
- Oversees the direction, coordination, implementation, execution, quality control, and completion of each project.
- Must have a good understanding of architectural drawings, shop drawings, and design/build specifications.
- Must be able to create work schedules to meet deadlines and budget constraints, while maintaining productive and cooperative working relationships with shop workers.

Experience Requirements:

- Familiarity with project management software (e.g., Microsoft Project, Asana, Trello)
- PMP certification or equivalent
- Previous experience in project management or related roles within the construction industry, including internships or co-op positions with other millwork companies

We are looking for someone who is highly organized and possesses a charismatic and positive attitude, with the ability to handle the stress of balancing multiple projects and deadlines.

The right candidate will be able to enjoy a casual work environment, with constant deadlines, paid time off, sick and mental health days, an optional medical plan, and the smell of sawdust.

This position is Full Time, salaried. Salary based on experience and starts at \$58,000

To apply, please send your resume and salary requirements directly to Candy@gbrowndesigns.com