

IMMEDIATE OPPORTUNITY. Project Manager for Operations. Proficient in Scheduling, Excellent People/Communication Skills, Adept in Multi-tasking in a Fast Paced Environment

Seeking enthusiastic, dependable, long-term professional to work out of our warehouse on Sand Island Access Road. The PM for Operations will work with the Operations Department to schedule jobs, pre-sites and other duties and will meet regularly with Account Executives and peers to assure the smooth flow of scheduled work.

Office Pavilion is a space planning, design and high quality office furniture provider. We are Hawaii and Asia Pacific's Herman Miller Dealer. The company has been in business for over 20 years and has been voted one of Hawaii's top woman owned businesses numerous times.

The successful candidate...

- Must have a current drivers' license and provide a clean driving abstract.
- Must be able to pass a background check and a security clearance if needed.
- Must be dependable/reliable with a proven record of excellent attendance.
- Must be able to utilize Microsoft Office Suite (especially Excel and Outlook) and learn proprietary software applications quickly.
- Must have excellent people and customer service skills with the ability to get along well with others on all levels while working in a team environment.
- Must be flexible and adaptable to change.
- Must have above average telephone, e-mail and verbal communication skills.
- Must have attention to detail and be very accurate with the ability to schedule multiple projects and manage timelines effectively.
- Must be able to read architectural drawings and understand all symbols and codes as well as use a tape measure accurately.
- Must exhibit a sense of urgency taking the initiative to get things done quickly, accurately and efficiently with the ability to take ownership of a project and manage it throughout its lifecycle.
- Must be comfortable working in a warehouse environment as well as professional while making site visits to showroom and client sites.

Our warehouse office is air conditioned and located on the second floor of the warehouse with access by stairs only – no elevator access. Must be able to ascend and descend stairs and sit in front of a computer for long periods when necessary.

We offer excellent benefits to full time employees (paid medical, dental, vision and prescription drug coverage; paid time off; paid holidays; credit union, Costco, Sam's Club, AAA memberships available, 401K, and more). Wear jeans to work. Parking provided.

Submit your cover letter, salary requirements and resume to: [jobs@op-hawaii.com](mailto:jobs@op-hawaii.com) or fax to (808) 599-2617. Visit our website: [www.op-hawaii.com](http://www.op-hawaii.com)

Local Candidates Only Please - No relocation provided.

Must be eligible to work in the U.S. for any employer. No sponsorship provided.

Office Pavilion is an Equal Opportunity Employer.

No phone calls or walk-ins please.