

# KALON PROJECT MANAGER

Kalon Studios is seeking a Project Manager to join us in championing American-made, sustainable furniture design. We're looking for someone who thrives on problem solving and getting the job done. You'll be responsible for assisting in all company wide production related tasks including but not limited to objects, print and events and ensuring the effective and seamless production of projects from one offs to serial production. Duties include vendor sourcing, product onboarding with vendors and troubleshooting manufacturing related issues including lead times, pricing, packaging, manufacturing claims and ensuring all around product quality and integrity. An ideal candidate is detail-oriented can stick to deadlines and has an interest in furniture manufacturing.

## Job Requirements

- + 3 years experience in related manufacturing and production field
- + Understanding of construction methods and materials
- + Clear grasp of measurements and dimensions
- + Excellent communication skills in clarity and tone, great with people and enthusiastic about design
- + Proficient in CAD (Rhino preferred), CAM is a bonus

## Skills

- + Display a strong work ethic, honesty and adhere to the company's mission and values, policies and procedures
- + Reliable, responsible and dependable in fulfilling obligations
- + Excellent critical and out of the box thinking abilities
- + Creative problem solver
- + Excellent organizational and time management skills
- + Technical comprehension of manufacturing techniques and methods
- + Work cohesively with all levels of management and co-workers as part of a team

## General Responsibilities

- + Responsible for setting up all products with vendors and making sure all products are in and stay in production
- + Problem solve production related issues from changes to the manufacturing process to maintaining lead times
- + Helps reduce shipping and manufacturing claims by addressing design changes to packaging and the product
- + Source materials and vendors for existing and new production
- + Negotiates terms and prices, ensures Kalon's minimum margins are maintained
- + Manage and cultivate strong relationships with trade, wholesale and distribution accounts
- + Generates and maintains product bible files. Ensures accuracy of all drawing dimensions
- + Generates CAD drawings for custom work for sales team and ensures custom projects are on track to be completed when due
- + Aids in sourcing and setting up logistics accounts with freight brokers and fulfillment centers
- + Actively oversee and manage long lead-time, high value and custom orders
- + Actively oversee and manage all studio projects

## Please respond with the following to [careers@kalonstudios.com](mailto:careers@kalonstudios.com)

- + Resume
- + Cover letter
- + 2 professional references
- + Date you can start

This position is full-time and includes benefits. Candidates selected for an interview will be provided with a more detailed job description. First round of interviews are held via phone, second round of interviews are held on site.