

ALTERNATIV empowers and inspires people and organizations by creating the future of work.

We are currently looking for a new colleague who wants to join us as a **PROJECT MANAGER to develop and support our 4 Strategical Activities and especially our **DESIGN & BUILD** activity to ‘Create Passion Together’ with our clients**

Why?

A work environment is a society in which you spend a lot of time. Where you get space to be at ease – alone and with your colleagues. Where your productivity and creativity are stimulated. In short, where you enjoy working.

That is why Alternativ believes that every dynamic office solution starts with listening and discussion. About wishes and people.

To then provide innovative ideas for a future-proof, flexible work environment that professionally matches personality.

Tailored to every organization, but always with human centered.

Clients can count on us to be tailored to the needs of each and every organization, but always with the focus on people.

The Scope

- He/She works within the different departments for the coordination, the management and the budget control on the execution project for our customer.
- He/She should have a background in business and commercial skills, management, budgeting and analysis.
- He/She should be an excellent communicator and comfortable managing multiple tasks. He/She also need to be a team player and have a problem-solving aptitude.
- He/She has to coordinate and work on all necessary project documentation, including plans and technical drawings.
- He/She likes to challenge and be challenged.

Responsibilities

- Coordinate internal resources and third parties/partners for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring the technical feasibility.
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure and manage project and financial performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation, including 'as-build' files
- Coordinate and control all project and execution plans and drawings.

Requirements

- Great educational background, preferably in the fields of design and build, space management or engineering for technical project managers.
- Proven working experience as a project manager the development of new and personalized work environment.
- Solid technical background, with understanding or hands-on experience in finding the best solutions to meet the customer expectations when it comes to his work environment.
- Everything which touches interior and design fascinates you.
- The ability to work independently and A certain amount of impatience (things have to move on) are an asset.
- Excellent client-facing and internal communication skills, excellent written and verbal communication skills.
- Curiosity is your thing. You love learning. Sharing your knowledge is easy for you.
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office, CRM-Systems and process-based methodology.
- Knowledge of CAD Software as Autocad and Sketchup.
- VCA and/or PRINCE II certification is a plus
- Fluent in languages: NL - FR - EN

We Offer

We offer a full-time job in a growing company where passion is created with and for our clients.

You will be part of an enthusiastic group of colleagues who excel in complementarity.

You will receive an attractive salary and a package of extra-legal benefits (group insurance, company car, meal vouchers, mobile phone, laptop), in line with your motivation and professionalism.

Our Clients

You can find a list of our references on our website: <https://www.alternativ.be/en/realisations/>
Or through our LinkedIn company page : <https://www.linkedin.com/company/alternativ-furniture-solutions>

We target B2B clients who're interested in added value and personalized solutions, ideally with a project size from 250 m2 to 5000 m2.

How To Apply?

To apply, please send your resume and covering letter to jobs@alternativ.be
before **11.30pm on Monday 28th February 2022**.