

PROJECT MANAGER

We are currently looking for a new colleague who wants to join our Team as a
PROJECT MANAGER

To develop and support our 4 Strategic Activities: **Consultancy, Design & Build, AV Technology and Office Furniture** to *Create Passion Together* with our clients.

About us...

As a Design & Build company, Alternativ Workspace Solutions has acted over the past 30 years as the single point of contact for combining the multiple skills involved in the design, fit-out and renovation of offices.

We target companies that are interested in added value and personalized Design & Build solutions, ideally with a project size from 250 m² to 5000 m². We provide our clients with guidance throughout their project with different tasks including diagnosis of their needs, office space-planning, estimates, site management, fit-out, audio visual integration, renovations, partitions, design and furniture.

Our team is composed of Business Developers, Sales Assistants, Project Managers, Technical Project Managers, Workplace Consultants, Interior Designers, Marketers, Furniture & Partitions Installers...

The Scope

- You will be responsible for **coordinating and monitoring** internal and external **projects**.
- You ensure that all internal and external parties concerned have the necessary information.
- You **establish and manage project budget**, including consultation with third parties such as subcontractors and safety coordinator.
- You **guide and support** the client in making design-related choices (*Look & feel, materials, finishes, colors, furniture*).
- You **manage site safety** in liaison with the safety coordinator and the site Manager.
- You **coordinate and execute the project**, including budgetary control.
- Organize regular toolbox meetings, **site visits and site meetings**.
- Draw up **site reports**.
- Maintain good contact with the client.
- Provisional and final acceptance of projects.
- **Follow-up** of completed projects.

Profile

- Bachelor's degree required, Business or Design degree preferred.
- Proven **working experience as a Project Manager** in 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 client expectations when it comes to his work environment.
- **Solid organizational skills** including attention to detail and multi-tasking skills.
- Strong working knowledge of Microsoft Office, CRM-Systems and **process-based methodology**.
- Excellent client-facing and internal communication skills, excellent written and verbal communication skills.
- Knowledge of CAD Software as AutoCAD and Sketchup.
- VCA and/or PRINCE II certification is a plus
- Fluent in languages: NL - FR – EN
- You can communicate, both oral and written, in Dutch, French and English.

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 team with complementary skills.
- You will receive an attractive salary and a package of extra-legal benefits (*group insurance, company car, meal vouchers, mobile phone, laptop*).

Our Clients

You can find a list of our references on our website: <https://www.alternativ.be/en/realisations/>

Or via our linkedin.com company page : <https://www.linkedin.com/company/alternativ-furniture-solutions/>

Interested in this offer? Please apply via jobs@alternativ.be