

# GRANT TRICK

## Furniture Production Manager Position

DATE: FEBRUARY 24, 2021 | REPORTS TO: OWNER | SALARY RANGE: DOE

### JOB DESCRIPTION:

The Furniture Production Manager will oversee the upholstery production of a high-end upholstery and drapery manufacturer located in Birmingham, Alabama. This role is responsible for overall business operations, ensuring clear communication and efficiency with the highest degree of professionalism. The position requires an individual who is apt at managing multiple priorities in a fast-paced, deadline-driven environment. The ideal candidate will possess a minimum of 5 years of experience in the interior design industry with a track record of producing a high level of custom work for clients or in furniture manufacturing. Direct experience with upholstered furniture plus. A positive attitude and the ability to motivate the staff is a must, along with a passion for furniture, design, and meticulous execution of the process.

Responsibilities will include, but are not limited to:

### PRODUCTION:

- Manage entire upholstered furniture development cycle from estimate to concept to delivery:
  - Generate accurate client estimates.
  - Creation of AutoCAD Design Documents for client approval and frame order / specification.
  - Ensure all frame specifications are met by outside vendors, management of order, shipping, and receipt of frames to upholstery workroom.
  - Oversee production and schedule inclusive of materials, fabrication, and information management (internal workroom communication and outside client communication).
  - Coordinate final client approvals and delivery / installations.
  - Ensure that all documentation including any modifications to estimates communicated for final billing.
  - Travel to various job sites and vendors as needed.
- Oversee and manage all scheduling functions of upholstered furniture production including:
  - Procurement of materials for fabrication
  - Communication of various deadlines and status updates.
- Collaborate with management team on production planning/timelines ensuring:
  - Adherence to timelines ensuring production deadlines are consistently met.
  - Distribution of weekly action plans and regular check-ins with the workroom team to ensure appropriate follow-through..
  - Procurement of all necessary production materials and supplies, including but not limited to:
    - Frames
    - Foam
    - Fiber
    - Fabric
    - Supplies
    - Tools
    - Department supply inventory
- Create and maintain production process manual with necessary visuals included.

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## Furniture Production Manager Position (cont'd)

### COST MANAGEMENT:

- Proactive management of department costs to ensure:
  - Maximum efficiencies and minimization of errors.
  - Effective, prudent and timely ordering of materials and supplies to ensure deadlines are effectively met.
  - Consistently exploring potential new vendors to decrease production costs while maintaining the highest standard of quality.
  - Oversee, general maintenance and organization department area

### NEW PRODUCT DEVELOPMENT:

- Collaborate with management team for long term strategic product development planning for Furniture Division inclusive of:
  - Assistance in the generation of design concepts for proprietary designs.
  - Assistance in the development of necessary internal systems to support production of running line.

### CANDIDATE QUALIFICATIONS:

- 5+ years of interior design project management or furniture manufacturing.
- Computer Skills: Microsoft Office; Adobe and AutoCAD a major plus.
- Positive, upbeat personality with the ability to inspire and motivate staff in a team environment.
- Must have strong work ethic, be highly organized, detail oriented, and proactive.
- Excellent communication skills with the ability to exhibit diplomacy and use high level of discretion.
- Ability to interact professionally with high-end clients, various vendors, and members of the production team.
- Must love a fast-paced creative environment.
- A passion for the home / furniture and the design / production process.

To apply for this position, email your resume to [grant@granttrick.com](mailto:grant@granttrick.com).