

Job Title:	Project Manager	Position Type:	Full Time
Department/Group:	Sales	Exempt:	No
Location:	San Jose, CA	Wage Grade:	5 (\$43/hour-\$65/hour)
Home/On-Site/Hybrid:	On-Site	Travel Required:	Local travel to jobsites
HR Contact:	HR@cwiteam.com	Reports To:	Joah Widman
Trainer:		Date Posted:	

Applications Accepted By:

EMAIL

HR@cwiteam.com

Subject Line: CWI Project Manager Application

3RD PARTY POSTINGS:

☒ LinkedIn ☐ Other:

☐ Indeed

Job Description

SUMMARY

Creative Window Interiors (CWI) is one of the largest, go-to contractors for commercial window coverings (blinds, shades, curtains, drapes) in the nation. Our work can be seen in prominent tech companies like Google, Facebook, Apple, and LinkedIn, as well as local schools, universities, and countless other office buildings. We differentiate ourselves through responsiveness, quality products, complete scope capture, and single point of contact with customers.

WHAT WE OFFER

CWI is a family-owned business that values integrity, service, and contribution. In line with these values, employees can expect the following:

- Smaller environment where employees are listened to, valued, and can contribute to decision making.
- Competitive base compensation.
- Full health benefits (health, dental, eye, chiropractic) after 90 days of employment.
- 401K match after 1 year of employment
- Profit sharing / variable bonus payout

ROLE AND RESPONSIBILITIES

This individual will be responsible for estimating and managing the successful execution of a variety of window treatment projects for our commercial customers. Requirements listed below are representative of the knowledge, skill, and/or ability required to deliver exceptional customer experiences while meeting business objectives. Reasonable accommodation may be made to enable individuals with physical disabilities to perform the essential functions.

- **Bidding**
Provide budgets and bids to key GCs assigned. Conduct timely follow up of bids, submit RFI, engage with customer to increase likelihood of award
- **Project Planning**
Collaborate with the operations team to review project scope, specifications, and client requirements. Develop detailed project plans, including timelines, resource allocations, and budget estimates.
- **Customer Communication**
Act as the single point of contact for commercial clients throughout the project lifecycle. Provide regular updates on project progress, address any concerns or changes, and ensure a reliable communication flow.
- **Budget and Cost Control**
Track project expenses, manage budgets, and identify opportunities for cost savings without compromising on quality.
- **Site Assessment**

Conduct on-site assessments and measurements when required to ensure accurate ordering and installation of various window coverings. Engage with Preconstruction feedback when unable to go to site.

- Installation Coordination
Coordinate with schedule, installation, and contractors to ensure timely and efficient execution of window treatment installations.
- Quality Assurance
Maintain a strong focus on quality throughout the project lifecycle, ensuring that window coverings meet client expectations and industry standards.
- Project Documentation
Create and maintain comprehensive project documentation, including plans, reports change orders, and final project closeout documents.
- Problem Resolution
Proactively identify and address project challenges and risks. Implement effective solutions to overcome obstacles and ensure successful project completion.
- Team Collaboration
Foster a collaborative working environment by engaging with cross-functional teams, including sales, operations, finance, and leadership to ensure seamless project delivery.

KNOWLEDGE, SKILLS, AND ABILITIES

To be successful in this role, the candidate must:

- Bachelor's degree in construction management, project management, industrial engineering, or related field.
- PMP certification (Project Management Professional) is a plus.
- 3-5 years of experience as a Project Manager in the residential or commercial construction industry.
- Knowledge of window covering treatments is a huge advantage.
- Strong organizational and time-management skills, with the ability to manage multiple projects simultaneously.
- Proficiency in the use of Microsoft Office 365 Suite, QuickBooks, CAD, Bluebeam, ProCore or other construction management software.
- Proactive problem solving and decision-making abilities to handle project challenges effectively.
- Outstanding customer service skills and phone etiquette.
- Must have excellent interpersonal and communication skills in the English language (written and oral) to effectively liaise with clients, vendors, and internal teams.
- Be an effective team player focused on reliability and positive partnerships.
- Ability to exercise independent judgment and initiative.
- Attention to detail and a commitment to delivering high-quality results.
- Possess a valid California Driver's License and be eligible for CWI corporate vehicle insurance.

Physical Demands

This position requires physical activities typical of an office position, including the ability to walk, use hands to finger, handle or feel; communicate with others in a loud office environment; and reach with hands and arms. In addition, this position may require other significant physical activities including walking, climbing ladders and stairs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment Demands

While performing the duties of this job, the employee works in a typical office environment, on various new construction and tenant improvement jobsites and in a warehouse.

Reviewed By:	Christian Zorio	Date:	7/11/26
Approved By:	Christian Zorio	Date:	7/11/26
Last Updated By:	Christian Zorio	Date/Time:	7/11/26