

Environments

Associate Account Manager

Location: Portland, OR

Employment Type: Full Time

Department: Sales/Project Management

The Perfect Fit

You are organized and detail-oriented with a passion for design and furniture. Managing multiple tasks comes easily to you and you never miss deadlines! At the same time, you bring creativity to your work and believe in researching to find the best solution for a given design situation. You might be new to the furniture or design industry, but you have a thirst for learning and developing your skills. You pride yourself for completing projects in a timely, professional manner and with stunning results.

The Culture

Our world is environments – physical settings that include furniture, accessories, and modular architectural products. We are committed to helping our customers create inspiring workspaces for a new era that is bringing dramatic changes to the workplace. We are passionate about design, creativity and helping our customers transform their workspaces. We work hard to deliver the best to our customers, but we still make time to connect, chill, and enjoy life. If this sounds like you, come join our team!

Responsibilities

The Junior Account Manager performs, among others, the following duties:

- Develop project budgets for small to mid-size projects – from high-level estimates to one-time final pricing—considering contract pricing, gross margin guidelines, and service fees.
- Deliver effective, professional, and timely communication with clients, vendors, industry partners, and internal teams.
- Create project timelines and manage progress toward those timelines for small to mid-size projects.
- Collaborate with the Sales Team to develop consistent, customer-ready presentations, proposals, and bids as well as gather product and finish samples.
- Manage simultaneous, competing deadlines to ensure projects move smoothly through design, production, and installation.

Qualifications:

- Work experience in a position with sales support or project coordination responsibilities, preferably in an agency, interior design, architecture, or other related creative industry.
- Must be highly proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- A bachelor's degree in business, interior design, marketing or other relevant field is preferred.
- Industry experience in contract commercial furniture, specifically Knoll, would be beneficial but not required.

Environments is an equal opportunity employer.

For more information or to submit qualifications, email info@environmentsnw.com with subject: Associate Account Manager.