

Project Manager, Custom Manufacturing

We're looking for an organized, relationship-driven Project Manager to join our team supporting Museum and Custom Manufacturing clients. If you thrive on keeping projects moving — juggling timelines, details, and people across sales, production, and suppliers — and you're ready for your next step, we want to hear from you.

The Project Manager role is a critical connection between customers, sales, production, and outside suppliers, ensuring every custom design request moves smoothly from concept through delivery and installation. This is a full-time, in-office role located in Elgin, IL, where day-to-day collaboration across departments is key to the job.

Key Responsibilities:

- Serve as daily point of contact for assigned accounts, supporting the development and execution of custom projects.
- Act as liaison between internal departments, Account Managers, and Project Managers.
- Manage orders from concept and design through production or supplier fulfillment.
- Work with sales to fully understand each project's scope and customer needs.
- Prepare and enter quotes using company forms and computer systems.
- Follow up to ensure timelines are met and critical details are communicated to sales, customers, production, and outside suppliers.
- Respond to account inquiries, needs, and issues in an enthusiastic and timely manner.
- Create opportunities to sell Gemini products, features, and benefits relevant to each customer.
- Provide ideas, recommendations, and support for new business development.
- Stay up to date on sales skills, company capabilities, professional knowledge and self-training to maximize professional growth and advancement
- Manage the Install Calendar and White Glove Deliveries for clients and their projects.

Skills & Qualifications:

- 2-3 years of experience as a project coordinator or manager; background in environments, décor, creative, fabrication, or custom manufacturing environment a strong plus
- Strong detail orientation; accountable for accurate and complete orders
- Highly organized with the ability to prioritize daily tasks and manage multiple projects under tight timelines
- Flexible and adaptable as business needs shift
- Highly relational, a good listener, and a strong communicator
- Persistent, with the ability to build solid, trusting relationships with customers, suppliers, and internal departments
- Highly motivated, competitive, confident, and optimistic, with excellence as a standard
- Proficient in Microsoft Office (Outlook, Excel, Word, PowerPoint); ability to quickly learn Lifesaver and/or FACTS software

Benefits:

- 401(k) & 401(k) matching
- Health, Vision, & Dental insurance
- Employee discount
- Life insurance
- Paid time off
- Referral program

To apply please send resume to: humanres@geminibuildsit.com