

Position Description

Job Title	Special Projects Manager	Division	Office
FLSA Status	Exempt	Revised Date	2/3/2026
Supervisor	Chief Financial Officer	Direct Reports	No

Job Summary

The Special Projects Manager is responsible for overseeing distinctive marketing initiatives and additional projects throughout their full lifecycles.

Essential Functions

1. Maintain manufacturing software system, including but not limited to new development interfacing, maintenance, access for other users, and assist with year-end inventory.
2. Build and maintain price lists.
3. Assist with furniture market preparation including but not limited to set up for new products, keying orders and changes, walk thru books, market furniture tags, tag supply, third party printing, etc.
4. Maintain lookbooks and catalogs.
5. Maintain website design and dealer portal.
6. Other duties as assigned

Required Skills

1. An understanding of custom upholstery.
2. Knowledge of custom upholstery computer software operation.
3. Ability to communicate well with co-workers, management, and the public.
4. Two years' experience in related field preferred.
5. Microsoft Word and Excel proficient.

Minimum Education

- Associates degree required
- Bachelor's degree preferred

Working Conditions

Noise level is usually moderate and normal for an office environment.

Hazard Assessment

None

Personal Protective Equipment

N/A

Position Description (Continued)

Physical Demands			
Physical Requirement	Rarely	Occasionally	Frequently
Physical Dexterity and Effort			x
Bending/Stooping		x	
Climbing		x	
Keyboard Data Entry			x
Kneeling	x		
Reaching	x		
Repetitive Foot/Leg Movements	x		
Repetitive Hand/Arm Movements	x		
Running	x		
Sitting			x
Squatting	x		
Standing		x	
Walking		x	
Pushing / Pulling: 0-25 lbs		x	
Pushing / Pulling: 26-75 lbs.	x		
Pushing/Pulling: over 75 lbs.	x		
Lifting/Carrying: 0-25 lbs.		x	
Lifting/Carrying: 26-75 lbs.	x		
Lifting/Carrying: over 75 lbs.	x		
Vision: Depth Perception	x		
Vision: Distinguish Color			x
Vision: Seeing Far		x	
Vision: Seeing Near			x
Chemical	x		
Dust	x		
Hazardous Chemicals	x		
Gases/Vapors/Fumes	x		