

## **Run complex millwork projects. Build a career with real ownership. Share in the upside.**

Commercial Casework Inc. (CCI) is a 50-year leader in high-end architectural millwork and custom cabinetry. We deliver complex interior projects; from fast-turn T&M work to full-scale campuses, for some of the most demanding clients in the Bay Area and beyond.

We are 100% employee-owned (ESOP) and growing. As we scale, we are hiring across multiple levels within our Project Management team. From Project Engineers (PEs), Assistant Project Managers (APMs), Project Managers (PMs), and Senior Project Managers (Sr. PMs).

This is an opportunity to step into a structured, high-performing environment with clear expectations, real ownership, and long-term upside.

### **How Our Team Is Structured**

Our PM department is built around dedicated teams with clear roles, shared standards, and accountability:

- **Project Engineers (PEs)** are trained to assist project managers
- **Assistant Project Managers (APMs)** are trained to think and operate like PMs
- **Project Managers (PMs)** own projects end-to-end with full accountability
- **Senior Project Managers (Sr. PMs)** lead teams, mentor PMs/APMs, and drive performance across multiple projects

This structure allows us to:

- Deliver complex millwork projects efficiently
- Develop talent internally
- Create clear paths for advancement

### **What You'll Do**

#### **Project Engineer (PE)**

You will support PMs throughout the project lifecycle

- Assist PMs with day-to-day project execution from preconstruction through closeout
- Support preparation and management of submittals, RFIs, shop drawing coordination, and procurement tracking
- Coordinate internally with Engineering, Purchasing, Production and Field teams
- Track project schedules, deliveries, and install readiness to ensure alignment with project timelines
- Manage subcontractors scope (stone tops, seating, metal)

#### **Assistant Project Manager (APM)**

You will support PMs while building the skills to take full project ownership.

- Assist with submittals, RFIs, shop drawing coordination, and procurement tracking
- Support budgeting, change orders, and billing processes
- Coordinate internally with Engineering, Purchasing, Production and Field teams

- Track schedules, deliveries, and install readiness
- Learn to manage projects from award through closeout
- Manage millwork projects, under \$500k value

### **Project Manager (PM)**

You will own projects from award through closeout with full accountability.

- Manage full project lifecycle:  
award → submittals → procurement → fabrication → delivery/install → closeout
- Serve as the primary point of contact for clients and GCs
- Lead submittals, RFIs, shop drawings, and scope coordination
- Manage budgets, cost exposure, change orders, and billing
- Maintain schedules and short-term lookaheads
- Drive clear, decisive communication and problem-solving
- Enforce AWI/WI quality standards

### **Senior Project Manager (Sr. PM)**

You will lead multiple projects and develop the team.

- Oversee multiple PM/APM teams and project performance
- Mentor and develop PMs and APMs
- Drive consistency in execution, communication, and financial performance
- Support complex problem-solving and client relationships
- Help scale the department as the company grows

### **Who This Is For**

We are hiring across all levels, so ideal candidates may include:

#### **PE Candidates**

- 0–2 years in construction, millwork, or related field preferred
- Exposure to submittals, RFIs, or project coordination
- Strong organization, communication, and willingness to learn

#### **APM Candidates**

- 1–3+ years in construction, millwork, or related field
- Exposure to submittals, RFIs, or project coordination
- Strong organization, communication, and willingness to learn

#### **PM Candidates**

- 3+ years managing millwork or specialty trade projects
- Experience owning submittals, RFIs, COs, billing, and install coordination
- Strong understanding of drawings, schedules, and project financials

#### **Senior PM Candidates**

- 7+ years managing complex projects
- Proven leadership of teams and multiple projects
- Strong financial and operational control

## Technical Expectations (All Levels)

- Comfortable with Bluebeam, Procore (or similar), and Excel
- Ability to read and interpret drawings
- Strong coordination with architects, engineers, and field teams
- High attention to detail and finish quality
- Millwork experience is strongly preferred for PM and Sr. PM roles.

## Compensation & Benefits

We offer level-based compensation (*adjusted based on location and experience*) with strong upside:

- **PE:** \$85K – \$105K
- **APM:** \$95K – \$125K
- **PM:** \$125K – \$150K
- **Senior PM:** \$145K – \$165K

Additional compensation:

- Sign-on bonus
- Quarterly bonus: Approximately equal to 15-20% of base salary (annual)
- Employee Stock Ownership Plan (ESOP): 12% company contribution

Benefits:

- 100% employer-paid medical, dental, and vision
- 401K & Roth with company match
- 15–25 days PTO
- 10 paid holidays
- Training reimbursement
- Gym stipend
- Cell phone allowance
- Auto allowance
- Childcare Reimbursement

## Why CCI

- 100% employee-owned (ESOP); you share in the value you help create
- Open-book management with real financial transparency
- Union shop with strong field partnerships
- Complex, high-end projects without large GC bureaucracy
- Clear career growth from PE → APM → PM → Senior PM → Leadership

## How to Apply

Submit your resume with a brief note describing:

- The types of projects you've worked on or supported
- Your level of ownership or involvement
- Why architectural millwork interests you

Candidates who include this will be prioritized.

Commercial Casework Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.