



# Project Manager

**Project Manager has Operational responsibilities for Contract Construction jobs that have been awarded to the Company, and may be located anywhere throughout Northern California. We are always looking to grow the Team with confident Individuals looking to add value to our Clients. Our support Team and processes are consistently being evaluated and improved upon for continued success with our clients. If you're looking for continued growth and long term success in your career, we want to talk to you.**

**The Specific Duties and responsibilities begin after the Project cost has been estimated, and include:**

## **Successful completion of Contract jobs (Estimated work)**

- Submittals and shop drawings
  - Responsible for timely completion and management of :
    - Submittals / Details
    - Shop Drawings
- Materials ordering, and fulfillment
  - Takes responsibility for getting materials ordered in a timely manner
  - Manages logistics of materials in and out of warehouse and to the Client project job site.
    - Labels and readies materials for delivery
    - Facilitates Delivery
    - Day to day follow up and communication with client's Project Supervisor
- Relationship building and management of Client Projects and their field Teams
  - Excellent communication
  - Follow through

## **Essential Functions of the Job:**

- Working knowledge of Hollow Metal and Wood doors, frames and Architectural Hardware
- Troubleshoot problems on projects, both in office and jobsite, with the ability to spot potential deficiencies before they become issues
- Work with project superintendent to manage project schedule and ensure that client expectations are met or exceeded
- Work with project estimator to select vendors and determine cost effectiveness.

- Manage billing to client.
- Manage all project communication including delivery logs, submittals, change orders, RFI, memorandums, and project revisions
- Review contracts and bids to determine and sell value engineering
- Consult with clients, subcontractors, and vendors, resolve issues.
- Meet with clients to review and explain project costs, extras and change orders

**QUALIFICATIONS - REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Minimum of 4 years experience in estimating or Project Management *or* Bachelor's Degree in construction or related business experience
- Advanced knowledge of scheduling, jobsite realities, and logistics
- Ability to develop and maintain strong professional relationships.
- Excellent communication and presentation skills
- General knowledge of material (Doors, frames and Hardware) and labor costs.
- Ability to read and understand Plans and Specifications.
- Ability to work independently as a key component in a Team oriented atmosphere and manage multiple projects simultaneously within tight deadlines.
- Able to manage multiple Projects simultaneously with tight deadlines
- Ability to analyze and solve problems.
- Ability to prioritize job responsibilities.

General Information

- Great Benefits
- 401k (match) / Bonus Incentive Programs
- Become a key contributor to a fast growing, Team oriented Company. We are looking for long term committed employees to continue building successful careers at one of the premier Distributors in Northern California.

The above is a general outline of responsibilities of this position, it is not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. Other functions may be assigned and management retains the right to add or change the duties at any time, at the Company's sole and absolute discretion with or without prior notice.