TYPE: Salary

JOB DESCRIPTION SUMMARY: Overall management of construction projects resulting in successful project completion.

JOB DESCRIPTION:

POSITION RESPONSIBILITIES AND DUTIES:

- Receive telephone calls, emails and other correspondence from customers and respond within 24 hours.
- Interpret specifications, plans & other project documents
- Attend sales and/or estimating meetings to provide information or input for any customer service challenges
- Complete takeoffs, prepare estimates, issue job proposals
- Prepare submittals for customers including updating and verifying project costs
- Coordinate and manage all purchasing of material for projects including negotiating, pricing and delivery times
- Contact customer before each jobsite delivery to assure proper scheduling of delivery and assure all logistics regarding delivery commitments are fulfilled.
- Coordinates and attend job site meetings or web meetings according to the customer's schedule and requirements.
- Participate in developing solutions for customers with technical challenges involving supplied products
- Manage any project changes, revisions, revised purchase orders and change order documents and make revisions in Project Management software
- Proactively anticipate customer needs and actively and periodically solicit feedback on Fryer Supply's performance.
- Monitor production schedules
- Keep project files orderly and current.
- Maintain records on each project comparing the final delivered cost to the planned cost
- Complete project with full or enhanced fee
- Complete all job close-out procedures
- Avoid or mitigate claims and conflict
- Complete other responsibilities as assigned

OBJECTIVES OR GOALS TO MEASURE PERFORMANCE:

- Adherence to Company policies and Corporate Procedures Manual
- Project profitability
- Project completed on schedule
- Quality control; integrity and excellence of completed project
- Customer/Client Satisfaction

- Positive project team attitude
- Improved personal professional growth and education
- Staff development and training

MINIMUM SKILLS OR EXPERIENCE REQUIREMENTS:
- Bachelor's degree or equivalent experience
- Field construction management experience (2+ years)
- Strong knowledge of Division 8 and/or 10
- AHC certification, extensive DFH or Division 10 experience or equivalent preferred.
- Level Two: Intermediate Technical Competence DHI Certification within 1 year.
- Knowledge of material applications as they relate to UL, fire code, building code, ADA, life safety and other restrictions that relate to the general commercial construction industry
- Thorough understanding of all project management control systems (scheduling, cost control, procurement and estimating)
- Fundamental knowledge of contract law and project accounting
- Must be proficient in Excel, Word, Outlook and Adobe
- Knowledge of Quickbooks estimating/project management software a plus.
- Leadership ability
- Excellent verbal and written communication skills
- Problem-solving ability and strong sense of urgency
- Organizational and communication skills
- Drafting and computer skills

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:
- Occasional exposure to dust and fumes, electric shock, radiation, toxic/caustic chemicals
- Requires frequent stooping/bending/crouching, reaching, handling, finger dexterity, sitting, standing, walking, and lifting 20 or more lbs.
- Constant finger dexterity and ability to see details at close range and at a distance, hear, and talk, and possess depth perception
- Occasional climbing and carrying, proximity to moving mechanical parts, working in high exposed places & in areas with high noise intensity levels

BENEFITS:
- Stable and growing career
- A great team that enjoys working together
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Medical
- Paid Career Development Training / Certifications / Continued Education
- Goal / Safety Incentives

If you like a fast pace, goal-oriented environment while working with happy, enthusiastic over-achievers, you'll enjoy your career with us