

Commercial Project Manager Job Description

REPORTS TO: General Manager

WORK HOURS:

Mon - Fri 8:00 - 4:30 or as necessary to complete projects, 40-45 hours per week
This is a Full-Time hourly position with time and a half paid after 40 hours worked weekly

COMPENSATION:

Dependent upon experience

REQUIRED EXPERIENCE:

- (3) years experience successfully managing Architectural Casework projects up to \$500,000.00
- Proficient with Microsoft Office: Excel; Word; Outlook
- Proven track record delivering large projects on time and on budget, with minimal errors. References required
- Solid working knowledge of hardwoods, veneers, fabrication, engineering, and AWI Quality Standards
- Superior analytical and problem solving skills, with strong attention to detail, organization, and quality
- Superior written and verbal communication skills with sense of urgency to respond to clients
- Able to work with minimal supervision and able to prioritize own workload
- Familiarity with casework estimating is a plus
- Occasional jobsite travel required

SUMMARY:

Professionally manage multiple projects, achieving requirements for Budget, Schedule, Quality, and Client Satisfaction. Monitor project while in: Engineering; Purchasing; Production; Delivery; and Installation, while maintaining overall responsibility for the project and its successful outcome.

RESPONSIBILITIES:

1. Manage 10-20 projects concurrently, with typical annual volume \$1,500,000 – \$2,500,000.
2. Determine internal milestone dates and monitor progress daily using Project Status Checklists.
3. Coordinate and oversee shop drawing process and submittals. Provide engineering assistance and value-engineering solutions to construction and material challenges.
4. Coordinate and monitor BOM and purchasing processes, paying special attention to long-lead time materials that must be expedited ahead of other materials.
5. Maintain regular contact with client concerning construction schedule and delivery phasing, respond to all client communications promptly (phone calls within 2 hours, email same day).
6. Advise your Supervisor and Team Members of major changes to timelines and scope.
7. Visit job sites as necessary to provide a high degree of customer service. Schedule field measurements by Installer, if not self-performing.
8. Schedule work order release dates on Production Forecast, update all projects weekly.
9. Create custom work order using MS Word.
10. Conduct Production Review with Production Team Leader and others as necessary.
11. Monitor project progress during production, for conformance to plans and specs, and quality standards.

12. Proactively manage and control project costs:
 - Monitor actual vs. estimated material and labor costs.
 - Respond to and process in a timely fashion, all; Change Orders (CO's), Construction Bulletin (CB's), etc. Organize all in Project File, and track on Invoicing Spreadsheet. Price Change Orders with assistance of the Estimating department.
 - Monitor project scope, aggressively seek Change Orders prior to scope changes.
 - Schedule invoices with Office Manager in timely fashion, as phases deliver.
 - Minimize errors and re-work, review all occurrences exceeding \$500 with the General Manager.
13. Coordinate deliveries with Shipping Manager.
14. Coordinate HC installations with Install Team
15. Close out projects promptly and confirm all deliverables are on site and all invoicing is submitted.
16. Develop positive business relationships to help you and Hillcraft of Wisconsin grow and prosper.

BENEFITS:

- Quarterly Performance reviews during the first year.
- 6 paid holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Dec. 25th.
- Paid Vacation (PTO)
 - One time only:
 - 1 week after 90 days.
 - Accrual rate:
 - 2 weeks from 0-4 years.
 - 3 weeks after 4+ years.
- Ex: All employees start accruing PTO, the first day of employment 1.54 hours per week. At 90 days they receive 40 hours in addition to the 14.54 hours they have already accrued. When an employee reaches their first anniversary, they will have accrued 120.00 hours of PTO. The hours accrued can be used anytime during the year.
- GHC HMO or PPO health insurance - 1st of the month following date of hire.
- Dental Insurance - 1st of the month following date of hire.
- Vision Insurance – 1st of the month following date of hire
- \$15,000 Life Insurance available 1st of the month following date of hire.
- Voluntary Term Life Insurance – 1st of the month following date of hire.
- Employee Assistance Plan (EAP) - available 1st of the month following date of hire.
- Compassion Care Leave – For employees not covered under FMLA.
- Long-Term and Short-Term Disability insurance – 1st of the month following date of hire.
- 401(k) Plan - available to employees' 1st of the month after date of hire.
- 401(k) Matching Contribution – 50% up to 6% available 1st of month date of hire. Vesting beginning after one year of employment.
- 401(k) Profit Sharing - discretionary based on profitability - available after 1-year employment and 1000 hours of service
- Flex-Hours, allowing flexibility with scheduled hours, with prior approval
- Free company apparel during birthdays and anniversaries.
- Free lunch every Wednesday!
- Free coffee all day every day!