

Job Description: Project Coordinator/Draftsman



Reports To:

Branch Manager/President

Job Description:

The Metal Panel Systems Project Coordinator/Draftsman works directly with Estimating and Project Management to generate timely, accurate and detailed shop drawings. This position is also responsible for warranty administration for all MPS projects.

Core Competencies:

- Must be able to read and interpret blueprints and project specifications
- Obtains clarification on plans and specifications from architects, project managers and engineers when necessary.
- Assist the project management, estimating and production team in any aspect of the project
- Performs accurate, thorough, and timely quantity takeoffs using company format, detail and coding for all project documents.
- Proficient in all computer software programs used in pre-construction with particular emphasis on drafting and estimating software used by MPS
- Enters project information into the Company ERP (SAGE)
- Maintains strict communication with Project Manager on sold projects.
- Explains and demonstrates features of products and services offered by MPS.
- Exceed customer expectations by offering professionalism through all aspects of a transaction
- Generates Detail Shop Drawings for projects sold by MPS. Drawings to incorporate Building Design, Specs and MPS Details for all warranted projects and some non-warranted projects
- Work with Architects to obtain digital CAD files to incorporate MPS details.
- Understand basic mathematical functions including but not limited to conversions.
- Applies for and issues all warranties including finish and watertightness for all MPS projects.
- Build rapport with customers and MPS staff through friendly, professional, and engaging communication
- Must demonstrate sheet metal roofing knowledge while keeping customers as the point of focus
- Assists with Inside Sales
- Understands customers' needs and identifying sales opportunities.
- 4 year Degree in Construction Management preferred
- Other Duties as Assigned

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KPIs:

- Quote Conversions
- Bids Issued
- Sales Revenue
- Shop Drawings Issued
- Shop Drawings Approved