

Job Description: Project Manager



Reports To:

Branch Manager/President

Job Description:

The Project Manager is responsible for overseeing the efficient and profitable process of any warranted project or other assigned project. He will serve as the single point of contact for Sales Orders, purchasing, measuring, production, delivery and invoicing (cradle to grave). The Project Manager will be accountable for all aspects of project performance and will ensure that objectives are attained in a cost-effective manner that's consistent with quality requirements keeping the best interest of the customer and MPS at highest regard.

Core Competencies:

- Exceed customer expectations by providing a high level of professionalism throughout all aspects of the customer experience
- Ensure cohesiveness of all parties involved in projects to allow for positive internal/external communication
- Maximize profitability by accurately pricing any sales orders.
- Order any and all materials needed for your assigned projects
- Proactively manage assigned projects from inception to completion (Cradle to Grave).
- Create detailed Shop Drawings as specified.
- Provide accurate invoicing of partial shipments of assigned projects. Inform Production of remaining balances to be produced and delivered.
- Ensure accuracy of field measurements to mitigate over shipments, add on orders and re-orders
- Be familiar with the MPS bid and be able to determine and enforce change orders as needed.
- Process all watertight and finish warranties for assigned projects
- Assist with Inside Sales when possible and as needed
- Respond swiftly and courteously to customer complaints or inquiries.
- Communicate clearly with other team members
- Quickly reports Defects to Plant Manager or President
- Prepare, analyze and issue budget and performance reports
- Control costs to achieve company and project budget goals
- Continuously improves operations by offering recommendations for improved efficiency,
- Decrease turnaround times, streamline processes, and work cooperatively and jointly to meet company and customer needs.
- Must be able to Access Roof areas as needed to obtain actual conditions

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- Promotes productivity and teamwork with open communication, timely decision making, and active leadership skills to set high standards of performance, while providing the direction necessary to achieve that performance.
- Excellent listening and communication skills. Strong aptitude to produce clear and concise written documents, as well as, strong verbal skills.
- Exceptional problem solving and analytical abilities to interpret data points to make sound and cost-effective judgments
- Assist with Estimating projects as required and as needed.
- Other duties as assigned

KPIs:

- Project Budgets – Create, Maintain and Report
- Order Accuracy
- Warranties Issued
- Collections
- Invoicing Accuracy