



JOB DESCRIPTION			
POSITION	NDS Project Manager	Employment Type	Full-Time
SUPERVISOR	NDS General Manager	Department	Inside Sales
FLSA STATUS	Exempt		
DATE	August 2018		

Position Purpose

Negwer Door Systems Project Managers manage complex jobs or multiple projects from proposal stage to customer acceptance. This role directs and motivates project teams during planning, estimating, design, delivery, turnover and warranty of assigned projects.

Essential Functions

- Reviews construction documents to determine the required material for a project and reviewing assigned material for accuracy and compatibility
- Provides quotes for doors, frames, and hardware to contractors and customers
- Creates submittals for doors, frames, and hardware that summarizes the materials that will be used and sends submittals to the appropriate party for review
- Sets up materials needed for each customer order into our ordering system and manages the dates that the materials will be sent to the customer
- Coordinates delivery of materials with site contacts according to project schedule and deadlines
- Maintains external relationships by following-up with contractors to ensure safe and timely arrival of material
- Troubleshoots errors that may arise such as application or installation issues, changes in construction plans, damaged or defective materials, incorrectly supplied materials, etc.
- Continually provides input for process improvements in terms of quoting, detailing, and managing projects
- Regularly interacts with other Departments (Accounting, Sales, Purchasing, etc).
- Flexible/non-traditional schedule may be required, and some travel
- Performs other necessary functions as assigned

Qualifications Preferred

Knowledge

- 3-5 years related experience in frame, door and hardware project management, or related field
- Some college education preferred
- Ability to read blueprints
- Comfortable with learning and using new technologies
- Sufficient experience with the Microsoft Office suite

Interpersonal

- A positive attitude and the ability to maintain professional, long-term co-worker, customer, vendor, and business relationships
- Service oriented and a dedication to win customers 'for life'
- Strong professional verbal and written communications skills
- Ability to work effectively across all levels of management
- Detail-oriented with the ability to manage multiple tasks, simultaneous projects and conflicting deadlines
- An innovative approach to resolving problems and delivering results
- Ability to thrive in a fast-paced, ever-changing environment