

## **Project Manager - Architectural Products & Outdoor Structures**

A southeastern Michigan translucent daylighting contractor is seeking a career-oriented individual to design custom polycarbonate and aluminum structures. We are a leading innovator in high-performance polycarbonate glazing systems & strategies and custom canopies, shelters & outdoor structures. The Project Manager position is for full time employment providing management of architectural glazing system and outdoor modular building structure projects.

### **Responsibilities**

- Work as part of the team and provide leadership & problem solving in order to ensure **customer satisfaction** on the highest level and at all times.
- Create clear and attainable project objectives. Review and confirm project requirements. Develop a common understanding of project details with the project team. Work with Sales, Engineering, Operations, and Production to define realistic schedule. Effectively communicate schedule to customer. Work with management to monitor & manage project schedule.
- Manage scope, cost, and schedule of project.
- Work with Sales and Estimating to review bid & construction documents for design requirements. Develop material take-offs. Assist in development of competitive and cost-effective solutions.
- Interact directly with the customer and design professionals to confirm scopes of work, develop design, and provide field support.
- Review contracts and assist with negotiation of terms with customer.
- Make initial call to new customer for introduction as the Project Manager. Review and confirm project scope and schedule requirements.
- Assess project risks and develop plan of action to address issues as necessary.
- Assemble submittal packages and issue to customer. Review contract requirements and coordinate Engineering documents, material testing reports, and Structural Engineering calculations. Develop “Or-Equal” specification review and submittals as required.
- Update individual project reports. Review personal PM report daily to manage project status. Report updates in weekly staff meeting(s).
- Review Accounts Receivables weekly. Communicate with the customer and the accounting department.
- Communicate with Production to monitor fabrication schedule and forecast actual shipment dates.
- Coordinate installation contracts including sub-contract negotiation, equipment, deliveries, etc. with the customer and Duo-Gard installation crews. Support the installation if being provided by the customer.
- Coordinate shipping & delivery of material to project site.
- Manage the invoicing process including down-payments and progress payment applications. Follow up with customer to ensure payments are received in a timely manner. Familiarity with construction lien process is a plus.
- Provide investigative problem solving with the Customer and with Purchasing, Engineering, Manufacturing, & Quality Control to resolve any project issues. Investigate and resolve field issues with the product or installation when necessary to provide the best solution for the customer.
- Maintain project documentation and coordinate project photos.
- Develop familiarity with manufacturer’s systems.
- Travel is not required.