



PROJECT MANAGER-Self-motivated individual with at least 3 years of experience in the Door & Hardware industry. The Project Manager works closely with their Project Coordinator to stay abreast of customer needs on each active project. Ability to multi-task and keep up with a fast paced environment are key.

Essential Functions

- Receive telephone calls, emails and other correspondence from customers and respond within 24 hours.
- Correspond and follow up with customers by sending final door, hardware or other schedules for approval. Assure a prompt return and communicate changes and progress of schedule.
- Coordinate Jobsite deliveries
- Coordinates and attend job site meetings according to the customer's schedule and requirements.
- Participate in developing solutions for customers with technical issues involving hardware and door products.
- Monitor production schedules
- Keep project files orderly and current.
- Manage any project changes, revisions, revised purchase orders and change order documents and make revisions in Comsense.
- Attend sales meetings to provide information or input for any customer service issues.

Minimum Qualifications

- Minimum of 3 years in the commercial Door and Hardware Industry
- Strong knowledge of Division 8
- Must pass pre-employment drug screen and background check

Knowledge, Skills & Abilities

- Ability to build solid relationships with customers and peers within the industry
- Must be able to read and understand construction contracts and interpret blue prints, specifications and plans.
- Knowledge of industry related software; Comsense. As well as Microsoft office; Excel, Outlook.
- Knowledge of door, frame and hardware applications as they relate to UL, fire code, building code, ADA, life safety and other restrictions that relate to the general commercial construction industry.

- Knowledge of electronic hardware
- Must have excellent oral communication skills and positive interpersonal skills.
- Effective time management skills
- Strong mathematical skills