

JOB DESCRIPTION

Reporting directly to the General Manager, the Project Manager is an integral member of the project team responsible for ensuring profitable completion of millwork projects of varying size and complexity. The Project Manager has project ownership of his/her projects from initial startup through the entire duration beyond closeout, including warranty and service work. Project Manager is responsible for directing, organizing, scheduling, hiring subs, installation, and controlling numerous project activities to ensure successful on-time, within budget completion of projects. Project Manager is also responsible for the financial accountability of his/her individual projects. Improving and enhancing client relationships is of paramount importance to ensure success in this role.

SCOPE OF RESPONSIBILITIES:

- Studying, assessing, and diligently planning ahead to ensure successful execution of project requirements
- Perform as project leader and facilitator between HWC production team, project management team, clients, vendors, and sub-contractors as it pertains to coordinating project completion
- Manage clients' expectations and effectively communicate to all project team members
- Assess and determine client project schedules to develop millwork delivery and install requirements
- Effectively and accurately communicate relevant project information to the client and project team members
- Participate in both internal and external production meetings to actively assist with determination and coordination of project requirements
- Negotiate, compose, and issuance of project proposals and COP's to clientele
- Read, interpret, understand, and assist in the creation of architectural and shop drawings
- Hiring and managing of specialty trades and sub-contractors
- Attend project site meetings as required by General Contractor agreements, some occasional and reoccurring overnight travel is required
- Ensure onsite trades comply with safety standards as dictated by HWC and client agreements
- Reviewing architectural drawings and specifications, while collaborating with HWC draftsmen to ensure all aspects of contract scope are captured.
- Sourcing, estimating, purchasing of materials and/or labor to fulfill contract obligations
- Monitor cost impacts of design, layout, schedule, and architectural changes
- Managing the submittal & approvals of all materials, finishes, and drawings
- Tracking change orders, RFI's, monitoring budgets, coordinating sub-contractors, and ensuring schedules are maintained
- Prepare project organization and coordinate communications amongst all involved parties
- Attend production meetings and collaborate on project status and requirements
- Track the progress and quality of work being performed by all trades
- Use project scheduling tools and software to monitor projects plans, work hours, budgets and expenditures
- Review of contract requirements, specifications, and negotiations to ensure project successfulness and compliance
- Keep the Director of Projects and others immediately informed about project status and issues that may impact client relations
- Ensure clients' needs are met in a timely and cost effective manner
- Actively participate in quality assurance measures
- Communicate ideas for improving company processes with a positive and constructive attitude, and for developing this attitude in others
- Excellent use of the following skill sets: verbal/written communication, time management, planning, executing, decision-making, technical, and a managerial aptitude
- Other responsibilities as deemed necessary by HWC to ensure successful achievement of the requirements for this position