

Job Title: Project Manager II

Employee:

Exempt: No

Job Type: Salary non-exempt, Full-Time, 40 Hours

Reports to: Chief Operating Officer or Designee

General Summary: The Project Manager II is responsible for leading multiple concurrent projects to completion and delivering high quality solutions on time and within budget. They are able to follow a project management methodology to initiate, plan, execute, control and close out projects. Projects may be small, medium or large and cover a wide range of solutions. Experience in commercial office interiors, construction management, project administration, estimating, scheduling, and construction best practices desired.

Responsibilities

- Coordinates/performs site survey based on Wittigs' standards.
- Establishes overall project scope/schedule and manages dealer/manufacturer team.
- Leads all project activities ensuring that project, quality, and risk plans are prepared and maintained.
- Manages cross-departmental activities, status updates and delivers updates at project meetings.
- Implements project reporting and metrics.
- Monitors projects to ensure cost estimates, duration and resources are agreed to and met.
- Performs risk assessments, develops risk mitigation and contingency plans.
- Monitors the successful completion of milestones and deliverables.
- Leads project teams while motivating team members; allocates and monitors tasks.
- Sets and continually manages project expectations with team members and stakeholders.
- Initiates change management efforts when changes in project scope are identified.
- Identifies and resolves conflicts, impediments, and issues within the project team(s).
- Ensures all project related documentation are created and maintained in Khameleon.
- Delivers well-organized project meetings and presentations.
- Understands and manages the expectations of all project team members.
- Reviews architectural plans and specifications for accuracy and correct product application.
- Coordinates with Design, PSC and Sales Support for order entry notes and product delivery scheduling.
- Reviews installation requirements, including drawings and specifications, to understand the complete scope.
- Analyzes installation issues that impact cost and labor efficiency:
 - * drawings & specifications,
 - * product assembly issues,
 - * site/receiving/staging,
 - * schedule requested or allotted,
 - * third part interfacing,
 - * technical issues,
 - * contract administration and management.
- Develops detailed written labor estimates that include:
 - * total man-hours,
 - * breakdown of hours by task,
 - * misc. hours (warehouse, delivery, trash),
 - * hours by phase if required,
 - * costs other than labor.
- Maintains industry 'best practices' for current labor rates for various installation conditions and products.
- Stays abreast of competitors' rates, labor quoting, resources and quality of work.

Qualifications:

- Experience Required
 - * 2+ years' experience with Bachelor's Degree in Architecture, Construction Management or Project Management
 - * OR Associates Degree with 3+ years industry experience
 - * OR 5 years industry work experience.
- Experience working with cross functional teams.
- Expertise at using Microsoft Office including Word, Excel and Project.
- Expertise at using PlanGrid.
- Ability to read architectural drawings and specifications.
- Ability to deal with multiple concurrent projects and their shifting schedules and changing priorities.
- Ability to manage multiple tasks and prioritize work in order to accomplish most critical task first and meet deadlines.
- Comfortable with and skilled at communicating and interacting with individuals from all levels of the organization, including clients and vendors.
- Strong analytical and problem solving skills.
- Effective speaking and written communication skills.
- Customer service-oriented mentality and skills.

Compensation

- As salaried, non-exempt, compensation at the base rate for 40 hours worked. Overtime pay of time and a half will be paid for hours worked after 40 hours in a workweek.
- If the need for overtime is anticipated to complete the week's work, supervisor must be notified in advance and approval obtained before working any hours beyond normal schedule.
- All time worked required to be reported on time card.

GOALS

1. One continuing education class per year.
2. PMP Certification required to advance to PM-I position

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