



Project Management

Primary Responsibilities

- Submittal and Re-Submittal approval process.
- Producing and maintaining project binders.
- In office and out of office project meetings.
- Checking shop drawings for accuracy.
- Ensuring Quotation departments has all appropriate and current information for project Breakouts (Breakouts to be done by Quoter).
- Change order quotes.
- Order Entry process.
- Order follow up, ship Schedules, ESD, and shipping status.
- Check acknowledgements and invoices to ensure material is ordered correctly.
- Expedite project ship status.
- Job problem resolution.
- RGA process.
- Working with inner departments to be aware of all aspects of projects.

Secondary Responsibilities

- Assist customers with product selection, pricing, and product availability for various manufacturers both over the phone and via email.
- Back up for Customer Service and Order Entry & Shipping Specialist.

Job Requirements

Basic Skills:

- Must be a highly motivated, self-driven, individual who loves the challenge and success of identifying clients' needs, as well as cultivating and expanding existing accounts
- Strong time management, verbal and written communication and listening skills are essential
- Must be an organized individual who is able to multi-task and able to apply common sense to any situation
- Ability to work both independently and in a team environment

Computer Skills:

- Must be proficient in Microsoft Word and Excel; know how to create, save, and modify Word & Excel documents
- Must be familiar with Microsoft Outlook or similar email system
- Must be familiar with Internet Explorer; know how to search the www, navigate websites, etc.
- Familiar with computer network – understands shared folders and drives

Preferred Experience (but not required)

- 2 – 5 years customer service experience
- Knowledge of construction industry a plus