



## Project Manager

<b>Job Title:</b> Project Manager	<b>Department:</b> Project Services
<b>Reports to:</b> Project & Operations Manager	<b>Revision Date:</b> January 10, 2022

### **Position Overview**

The Project Manager is responsible for the successful completion of all Beacon Athletics and Beacon Athletics Construction projects assigned to them. To successfully do this the Project Manager will provide design support during the sales process, review project quotes, work with engineers to finalize project specifications, coordinate with technical illustrators to complete necessary shop drawings, oversee project delivery and install by working with end users, installers, Warehouse Supervisor and Administrative Specialist to coordinate purchase orders, pre-assembly, delivery, invoicing and all applicable documentation.

### **Specific Responsibilities Include:**

- **Design Support.** Provide technical advice, design and engineering advice and technical drawing support, as needed in the consultative sales process. This support may be provided to the sales rep, end user, installer or some combination of all contacts. Review quotes for technical and cost accuracy prior to sales reps providing to customers.
- **Project Schedules.** Create project Gantt charts for large projects that require shop drawings, engineering and product deliveries that are shipped in stages and manage all parties involved to meet required deadlines to maintain an on schedule completion.
- **Project Delivery.** Execute delivery and installation of completed project sales orders as assigned. Communicate frequently with third parties involved in project including engineers, custom manufacturers and installers to ensure clarity on requirements, process and timing of all applicable tasks. Visit sites as required to work with subcontractors or end user provided installers to review proper installation of the project. Communicate regularly with end user throughout to process to keep them informed of progress and ensure their satisfaction with the process and end result.
- **Internal Coordination.** Communicate frequently with everyone involved in a project internally, including the Project and Operations Manager to provide regular updates for tracking and problem resolution, the Administrative Assistant to ensure appropriate items are ordered and being coordinated for assembly and delivery, job tracking is updated

as communicated, and invoices, lien wavers and any applicable paperwork is processed in a timely fashion, the Warehouse Supervisor and Planner to prioritize project builds and timing, Technical Illustrator to ensure professional and timely production and assembly/installation drawings, and sales reps to provide updates on progress.

- **Establish, develop and maintain vendor/customer relationships.** Maintain appropriate relationships with our vendors to allow for ease of ordering and open communication as it pertains to lead times and coordinating of shipments. Establish proper contacts with our installation partners to ensure quality of installations and maintain an effective working relationship for future projects. Establish appropriate relationships with end users or installers provided by end user to maintain communication on deliver of all products, invoices, lien wavers or other documentation throughout a project and to ensure their satisfaction throughout.
- **Provide “closing package” for completed and installed projects.** Work with Project & Operations Manager and Administrative Specialist upon completion of project installations to compile all project documents, such as shop drawings, product specifications, lien wavers and any other required documents for delivery to the customer as a resource package for future questions.
- **Other duties as required/assigned to achieve the great performance outcomes.**

### **Successful candidates will have the following knowledge skills and abilities:**

To perform the job successfully, an individual should be able to demonstrate the competencies or have attained the skill levels listed below:

- Successful track record of project management.
- Working knowledge of CAD design (SolidWorks preferred).
- Driven to succeed – Has a strong personal sense of urgency and is driven to consistently exceed expectations.
- Competency and understanding of engineering and design aesthetics.
- Communication Skills – Ability to clearly communicate ideas and information through excellent written and verbal communication to customers and all areas of the Company.
- Planning/Organizing - Ability to plan and execute projects in a timely manner.
- Multi-tasking Skills - Ability to multi-task and prioritize day to day responsibilities and services in an unpredictable environment.
- Microsoft Office Applications – Demonstrate proficiency in Word, Excel, and Outlook.
- Problem Solving Skills – Demonstrate the ability to analyze a problem for its root causes and develop effective solutions to rectify the problem.
- Intellectual Curiosity – Actively seeks new information and ideas to improve personal, departmental and Company processes.
- Ability to travel up to 30%

### **Compensation:**

- Competitive package including salary, bonus eligibility, and benefits.