



Job Title	Project Manager
Department	Project Management
Job Grade/Level	
Position Supervisor	Sr. Project Manager
Reports to this Position (if applicable)	NA
Location	Wayne, NE – Sand Creek

Job Purpose/Summary:

The project manager supports and works with the senior project manager overseeing multiple projects utilizing Salesforce project management suite software. This position regularly communicates with customers, CAD department, production, logistics, construction management and sales. This position is responsible for planning and overseeing sold projects to ensure they are completed in a timely fashion, meeting customers’ expectations, while being mindful of the budget and resources. Scheduling multiple projects to ensure timely deliveries is a critical part of this position. Communicating between all parties involved is imperative, while also monitoring progress and keeping all stakeholders informed the entire way.

Principal/Main Responsibilities and Tasks:

- Review project plans after they have gone final
- Coordinate with internal management for the fabrication and delivery dates of projects
- Produce and approve owner billings
- Review and approve change orders/addendums to subcontractors and owners
- Communicate regularly via phone with owners and contractors
- Check in with builders to review project work in place vs. schedule
- Resolve and trouble shoot problems
- Convey rework issue to internal managers
- Maintain and actively pursue open lines of communication with management, staff and clients
- Willingness to have flexibility in work hours to perform all work duties
- Other duties as assigned

Minimal Knowledge, Skills and Abilities Required:

- Strong verbal and written communication and follow up skills
- Ability to effectively communicate with all levels of management
- Thrives in a fast-paced environment with rapidly changing priorities and business needs
- Familiar with MS Office suite (Outlook, Word, Excel)
- Customer-focused attitude, with high level of professionalism and discretion
- Reliable and prompt with attendance and deadlines
- Maintain a professional manner under stress
- Must be able to lift up to 25 lbs.
- High School diploma