



Project Manager

JOB SUMMARY:

Coordinate and execute all project management functions in a fast-paced work environment, while maximizing profitability. Oversee and manage all communications between manufacturers, customers and our agency for assigned projects to meet and exceed our customer's expectations.

RESPONSIBILITIES:

1. Coordinate submittal drawings for all assigned projects, which includes, but not limited to:
 - Review all factory quotes for exceptions, request factory drawings as required, review all for accuracy, note any pending information requirements
 - Review with our internal department(s) when required
 - Coordinate submission of complete package through appropriate channels for formal approval

2. Review and evaluate returned submittal review(s):
 - Address all redlines and notes. Review with internal departments as needed.
 - Provide detailed recap of all changes made, actions taken, and information required.
 - Prepare resubmittal when required.

3. Coordinate and manage all assigned project releases:
 - Verify counts, catalog logic and shipment requirements.
 - Maintain project budget while maximizing profitability.
 - Enter project orders into Oasis system and submit to manufacturers, communicating any special customer requirements.

4. Post Order management:
 - Warranty claims
 - Damage replacements
 - Technical/installation assistance
 - Other assistance as requested by customer

5. Attend, schedule and coordinate project meetings:
 - Weekly internal project status meeting

- Pre-release and pre-construction meetings
 - Manufacturer product training
6. Organize and maintain all project communications electronically using Oasis software system. Create physical paper files when required.
 7. Participate in customer events to promote Mlazgar Associates agency with our customers in all market segments.
 8. Other duties as assigned.
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JOB REQUIREMENTS:

EDUCATION: Associates Degree or equivalent experience.

EXPERIENCE: Two years previous experience in project management or construction market preferred. Demonstrates ability to develop and grow manufacturer/distributor relationships.

SKILLS: Professionally represent Mlazgar Associates while executing excellent leadership, organization and communication skills. Ability to manage multiple deadlines and prioritize accordingly. Proficient with computer systems including order entry, MS Outlook, Excel & Work. Ability to learn new software system.

JOB ACCOUNTABILITY: Responsible for managing all individually assigned projects while maintaining profitability, as well as project management procedures and communications between Mlazgar Associates departments, customers and manufacturers.

REPORTS TO: Jennifer Kerr, Director of Distribution

EMPLOYEE CLASS: Salary

STATUS: Exempt

ABOUT MLAZGAR ASSOCIATES:

- Fast-paced and fun work environment that rewards success
- Flexible work schedule and/or remote work options
- Competitive base salary with bonus potential
- Comprehensive benefit package as well as 401k
- Paid Time Off

- 9 ½ days of Paid Holidays
- Office hours 7:30am-4:30pm Mon-Fri
- Rotating Friday hours 7:30am-2:00pm