# Office Resources Inc.

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# Job Description

**Title:** Project Manager

**Reports to:** Director of Operations

**Prepared**: November 18, 2024

**General Responsibilities**

Provide a single point of contact for all aspects of the assigned project from inception to final close out and invoicing. Plan, coordinate and oversee all tasks, critical dates, client and third-party interface, relations, performance, quality, customer satisfaction, budget, and project administration for each assigned project.

**Primary Duties and Responsibilities**

* Evaluate scope of projects and provide labor quotes
* Prepare the labor quote form on all projects and ensure the labor quotes follow the project to order. Prepare the Solomon Coyle labor analysis worksheet for all bid projects
* Set up orders before order is placed (MTT, reservations, color coding, etc.)

1. Assist design, sales, and project coordinators to ensure accuracy and completeness of specification
2. Manage order dates and deadlines in Hedberg. (Internal status report, Customer Order Status)
3. Attend construction meetings/move meetings. Issue notes to the internal team on key communications
4. Prepare install package - schedule, communicate and coordinate installation dates with customer, operations, sales, and appropriate contractors
5. Track multiple projects throughout the process to ensure timely and accurate completion while monitoring job costs/budget
6. Schedule pre-install meetings. Have all necessary paperwork, drawings, ADR, install worksheets, timeline, etc. for install staff
7. Complete site visits to space to determine site readiness prior to installation date
8. Complete project walk-through with Lead Installer to identify CAR/punch list items for re-order
9. Complete walk through with client to discuss punch list, punch replacement orders, get customer sign-off, and ensure project closure to expedite the billing process
10. Provide the first point of contact to customer for additional billing opportunities (Scope changes, storage, etc.)
11. Stay up to date on progress vs. budget goal

**Position Requirements**

* High school diploma or general education degree (GED)
* Previous Project Management experience preferred
* Valid driver’s license
* Must be proficient in Microsoft Office (Excel)
* Ability to lead a team
* Must be able to work overtime and weekend hours when required
* Strong customer service focus
* Must be able to work independently and as part of a team
* Strong attention to detail
* Travel

**Physical Demands**

* Long periods of standing, walking

**Career Path**

* Estimator
* Manager
* Sales
* Design

*We are an Equal Opportunity/Affirmative Action Employer  
Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, disability, and national origin.*