



INTERNSHIP & CAREER SERVICES

HOWARD R. HUGHES COLLEGE OF ENGINEERING

PROJECT MANAGER/ESTIMATOR

Posting ID: E050516

Company: Preferred Window Products

Company Website:

<http://www.preferredwindowproducts.com//>

Job Title: Project Manager/Estimator

Work Location: Walnut Creek, CA

Position Type: Full-Time Employment

Salary: N/A

College Major(s): Construction Management

College Level(s): Graduate Student

Position Overview

We are looking for a passionate, self-motivated and dedicated candidate with a strong attention to detail. You must be comfortable working independently as well as part of a team, in a fast paced environment to tight deadlines. The Project Manager will manage, coordinate, and monitor all the personnel and resources essential for completing the project on time and within budget. The Project Manager is expected to have excellent organizational, communication and management skills, and thrive in a leadership position.

Essential Duties and Responsibilities

Estimating

- Analyze architectural drawings, make material take-offs, obtain quotes from suppliers, interpret specifications.
- Provide detailed proposals and accurate bid package.
- Strong skills using excel spreadsheets and formulas.
- Communicate effectively with vendors and customers.
- Perform job cost analysis, assist in preparing projections.
- Maintain up to date and current product knowledge on all products offered.
- Build long lasting relationships with contractors, architects, engineers and manufacturers to secure future projects.

Material Management, Cost Control, and Budgeting

- Coordinate, participate and administer all activities of projects to ensure that goals and deadlines are accomplished.
- Order materials including Windows, Doors, Screens, and Installation Materials.



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- Prepare, Manage and Oversee the project budgets.
(Project Managers are responsible for overall job profitability).
- Work closely with the accounting team to ensure information is accurately shared and to monitor project budgets.
- Review / Execute Change Orders and Plan Changes.
- Inform Accounting Department of any Change Orders, Service Requests and Back Charges that occur.
- Execute Project Closeout Documents.

Scheduling

- Prepare and Oversee the Project Schedule.
- Ensure that staff are scheduled effectively and efficiently for all projects.
- Manage Install Dates with Customer.
- Manage Delivery Dates with Manufacturer.

Payroll and Employee Management

- Manage time keeping of field personal and submit accurate timecards to accounting.
- Manage construction projects & supervise on-site personnel such as Project Coordinator(s), Foremen and Installation Crews.
- Ensure that daily construction reports are compiled and shared with relevant stakeholders.
- Resolve any customer concerns quickly and efficiently.

Administration

- Coordinate all project documents, obtaining necessary approvals in a timely manner. This applies to purchase orders, change orders, invoices and similar documents. Check all acknowledgements.
- Promote job site safety, encourage safe work practices, and rectify job site hazards immediately.

Skills/Qualifications



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- Knowledge of project management and job cost analysis.
- A four-year bachelor's degree or equivalent experience in construction management.
- Strong working knowledge of customary construction contract language and provisions (prime contracts, subcontract agreements, supply agreements, etc.).
- Skill in managing the review, negotiation and execution of contracts involving general contractors, subcontractors, and suppliers.
- Experience managing all aspects of workflow and contracts regarding construction projects, including requests for information, change orders and purchase orders.
- Excellent verbal and written communication skills.
- **Strong software experience with the Microsoft Suite, with preference for working knowledge of MS Project and Excel.**
- Unrestricted driver's license and clean driving record.
- Willing and able to work overtime and on weekends as required.

Preferred Window Products, Inc. is a window and door distribution/Installation Company based in CA with a focus on high volume residential and high density new construction projects.

The Company headquarters is located in Northern California with additional locations in Southern CA and Nevada. Position will be based out of the Las Vegas office.

We are proud to be an EEO/AA employer, Minority/Female/Disability/Veteran. We maintain a drug-free workplace.

NOTE: This job description is not intended to be all-inclusive. Employee may be required to perform other duties as directed by management.

To Apply

Send cover letters and resumes to Alexandria Blanchette at ablanchette@pacwestch.com