



Guthrie Glass & Metal is soliciting candidates to apply for the below position. For more information on the company please visit our website at www.guthrieglass.com.

Position for hire: Project Manager

Job Description

We are looking for a **Project Manager** to join our Guthrie Glass & Metal division. In this role, you will collaborate with engineers, architects, and other contractors throughout the project life-cycle to complete contracted work within accurate cost and scheduling estimates.

The current position will be in person in the Egg Harbor Township, NJ office. You will be expected to wear multiple hats and take on additional roles to ensure the company's success. The candidate must be able to implement processes and workflows in order to help build a highly efficient company. There is abundant room for growth.

Current Responsibilities

- Oversee construction projects from beginning to end.
- Manage the budget and estimate costs.
- Coordinate purchasing activities based on lead times and schedule requirements.
- Ensure all deadlines are met.
- Go through building connected to assign estimators to certain jobs depending on the location of work.
- Perform construction takeoffs of plans and drawings for projects.
- Request pricing from suppliers for various materials as specified in drawings and project manual.
- Annotate drawings and prepare RFI's for any unclear or missing information pertaining to scope then send to Architects.
- Draft proposal for finished estimates with detailed list of duties to be performed.
- Submit final proposals through Building Connected.
- Schedule follow up meetings with General Contractors to track status of submitted job proposals.
- Submit sample orders and transmittals to General Contractors upon request.
- Attend bi-weekly project management group meetings providing possible insight to team.
- Periodically visit on-going job sites.
- Manage the project scope

Requirements and Qualifications

- **MANDATORY:** Minimum: 5 years' experience in glazing industry
- **Computer Skills/Proficiency:** **Microsoft Suite** (Word, Excel, SharePoint), **Auto CAD**, **PlanSwift**, and **Building Connected**
- Proficient in reviewing and understanding all construction documents including building plans and specifications
- Ability to pro-actively identify and implement cost-saving strategies to support project(s) profitability.
- Positive attitude, professional workmanship and appearance, excellent communication skills.
- Highly organized multitasker who can think fast on their feet.
- Adaptability.

Compensation

- Salary
- *Paid time off, 401k, and Health Insurance will be offered after an initial vesting period.*