



Job Posting Project Manager

Department: Sales

Job Title: Project Manager

Reports to: Business Development Manager

FLSA Status: Non-Exempt

Location: Portsmouth, VA

COMPANY PROFILE

DMI Companies, founded in 1978, is a leading manufacturer of HVAC accessories supplying the commercial, industrial and residential HVAC markets through a vast network of domestic and international distributors. DMI has national standing as an industry leading innovator that possesses integrity and leadership skills which are testaments to the quality manufacturing and operating procedures engaged by DMI Companies. DMI is building a better world for ourselves and our children by providing a sustainable environment through our products, operations and personal conduct.

OVERVIEW

The Project Manager is the primary liaison between Linx and the mechanical contractor for specific jobs awarded. The Project Manager is responsible for making sure that releases of a job occur in a timely manner acceptable to the customer via well planned coordination with internal production and shipping departments.

The Project Manager must ensure that all material provided to the contractor's job is accurately billed and documented. Any additional costs incurred by the contractor due to errors, omissions or changes must be accounted for and properly billed. Additionally, any credits due must be properly documented as well.

Clear and regular communication is intentionally designed to preclude any discrepancies or disputes at the time of final billing.

ESSENTIAL FUNCTIONS

- Schedule adherence and deployment.
- Primary liaison between Linx and mechanical contractor for specific jobs.
- Ensuring the release of a job occurs in a timely manner.
- Coordination between production and shipping departments.
- Adherence to best estimating practices.
- Additional duties as directed.
- Coordinate job releases from beginning to end.
- Billing of job material.
- Coordinate and execute any additional cost incurred by contractor.
- Implement and document any credits due to contractor.

- Regular and clear communication with the contractor.

EXPERIENCE & COMPETENCIES

- AutoCAD
- CADvent
- Mechanical drawings
- MRP system
- MS Office
- Ability to foster and develop solid relationships with many external customers at all levels from company owners, distributors and contractors
- Excellent verbal and written communication skills
- HVAC duct industry – 2 years minimum preferred
- Estimating – 1 year minimum

SKILLS & EDUCATION:

- Advanced Product knowledge
- Advanced knowledge of methods used to measure performance and pertinent cost.
- Construction industry processes to include bidding and negotiation process
- Knowledge of reading and understanding engineering drawings
- Interpersonal
- Good logic and organizational skills to be able to track job through entire cycle from quote to final installation
- Multi-tasking
- Effective with minimum supervision
- Flexibility necessary to meet customer needs

How to Apply: email resume and salary requirements to careers@dmicompanies.com