Position Title: **Project Manager**

Summary Statement of Overall Purpose/Goal of Position:

The Project Manager is a full-time salaried, overtime-exempt position reporting to the **Operations Manager** with the responsibility to manage and schedule installers for all projects while adhering to company policies and procedures.

Essential Duties/Responsibilities:

- Manage and schedule installer/installation on all projects for entire job (Union and Non-Union Jobs).
- Manage products/deliveries for each job.
- Attend all project and foremen meetings.
- Perform all moisture tests.
- Manage all job site cleanup, schedules and pre-punch list. Punch list to be done on scheduled times.
- Measure all aspects of entire job to make sure we have enough product on each job performing all checkoff/punch list sheets, attached for each product of Nonn's.
- Manage all change orders/floor prep logs; verify all bills within the scope of each job.
- Ensure all projects are done timely and on scheduled time frames, create punch list for each job and every product of Nonn's, manage them to completion and sign off.
- Attend all safety/shop training seminars/meetings. Follow procedures learned on jobs.
- Approve/reject all subcontractor invoices that relate to each job.
- Assist with interview process for hiring/firing of union and subcontractors.
- Keep daily log/enter notes of reference/moisture readings, what is ready, etc.
- Key performance indicator/budget for installation services/deliveries.
- Communicate with all Sales Staff on their jobs – assist with bidding/detailed job progress and costs.
- Other duties as assigned.

Qualifications:

- High School Diploma.
- Ability to read and analyze blue prints.
- Possession of a valid driver's license and an acceptable driving record that meets minimum requirements of the company's insurance provider.
- Proficient in computer spreadsheet programs, e-mail, Word programs and learn the company computer program.

Essential Physical/Mental Requirements:

- Ability to lift 40-125 lbs.

Interested candidates can apply online, in person, or by submitting their resume to apply@payrollcompanyhr.biz

Nonn's recruiting is handled by The Payroll Company HR.

Nonn's Flooring, Inc. is an Equal Opportunity/Affirmative Action Employer

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