


<b>Job Description</b>		
<b>Position Title</b>	Assistant Project Manager	
<b>Reports To</b>	President	

## **Position Purpose**

The Estimator will support the Project Management team in the pursuit and execution of projects. During the bidding phase, the Estimator will generate estimates and proposals. As part of the contract execution phase, the Estimator will generate shop drawings and assist with other activities focused on delivering a superior customer experience.

## **Essential Duties and Responsibilities**

- Support Multifamily Project Management team during bidding phase:
  - Review architectural layouts and specifications
  - Complete material take-offs
  - Utilize DDI pricing tool(s) to generate estimates and/or proposals
  - Request and include product cost information from suppliers
  - Follow-up with customers
- Support Multifamily Project Management team during contract execution phase:
  - Generate and revise shop drawings to be used for customer design approval, ordering materials, and installation guidance
  - Make jobsite measurements to validate shop drawing dimensions/design and adjust as needed
- Develop technical expertise in all product lines
- Manage some of DDI’s retail, single-family developer, and remodeler accounts
- Communicate and collaborate with clients and all internal departments within the company
- Identify workflow and process improvement ideas to optimize efficiencies

## **Required Skills and Responsibilities**

### **Education**

- Associates degree or higher preferred

### **Experience/Knowledge/Skills/Abilities**

- Formal Kitchen & Bath design training
- Experience with manufactured residential cabinetry
- Proficient with 2020 Design software
- Strong written and verbal communication skills with ability to relay highly detailed information across multiple parties
- Forward thinking with process improvement mindset