


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

**Position Purpose**

This position will be responsible for preparing bids/proposals and project management for contracted commercial (e.g., multifamily) projects. During the bidding phase, the Sales & Project Manager will work to optimize bid activity measured by awarded contract value and win rate. As part of the contract execution phase, the Sales & Project Manager will deliver a superior customer experience and the expected project profitability.

Highly ambitious candidates that are team players, seek excellence in all they do, and are enthusiastic about being part of a growing business are encouraged to apply.

**Essential Duties and Responsibilities**

- Market Development
  - Generate and prospect for project opportunities through ongoing professional relationships with Developers and General Contractors
  - Stay on-top-of product and market trends
  - Make formal requests to include DDI in bid process and for specific brands to be an approved equal
- Project Bidding
  - Review architectural specifications and plans to make product recommendations
  - Collaborate and communicate with suppliers to secure project pricing
  - Develop and submit formal bids, communicate the value proposition, and follow up in a timely manner
- Contract Review & Project Management
  - Review awarded contracts in detail to ensure accuracy and completeness
  - Create project submittals (e.g., shop drawings) per contract requirements
  - Order all materials needed for successful completion of contract scope
  - Coordinate scheduled deliveries with DDI Operations
  - Coordinate job site activity and monitor job site progress
  - Complete all project documentation, continuously updating for accuracy
  - Professionally resolve all issues that may arise with the project
  - Closely monitor project costs and overall contract profitability
  - Manage multiple projects while managing project budgets and timelines
- Other
  - Identify workflow and process improvement ideas
  - Support teammates in the ultimate pursuit of a successful project and superior customer experience

## **Required Skills and Responsibilities**

### **Education**

- Bachelor's degree preferred

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

- 5+ years commercial construction project management experience
- Kitchen & bath design experience
- 2020 Design software experience
- Residential cabinetry sales and project management experience
- Exceptional organizational skills with strong attention to detail
- Demonstrated skills in organizing and evaluating information and proactively finding solutions for construction projects
- Strong written and verbal communication skills with ability to relay highly detailed information across multiple parties
- Forward thinking with a process improvement mindset