


Job Description		
Position Title	Sales & Project Manager	
Reports To	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**
 - Maximize opportunities and projects assigned by the company and bid the project on time and inclusive of the most recent price schedule requirements.
 - Demonstrate strong communication, relationship building and collaboration with General Contractors through ongoing contact throughout the bid process.
 - Follow bid stewardship by effectively and consistently utilization of Smartsheet tracking. Keep project status and all other relevant fields updated on a real-time basis.
 - Utilize all sales and project opportunities to maximize sales relationships.
 - Stay on-top-of product and market trends as well as GC changes.
- **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
 - 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 or project management experience
- Kitchen & bath design experience is a plus
- 2020 Design software experience is a plus
- 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