



Elevator Project Manager/Engineer/Sales Person

Career Level:	Mid Level
Experience Needed:	5 Years
Vacancies:	2 Positions Available
Job Type:	Full Time
Salary:	Confidential (ability to make commissions via Sales)

About the Job

Job Requirements:

- Develop project objectives by reviewing project proposal, drawings, and specifications
- Determine project responsibilities by identifying project details, phases and milestones
- Work with suppliers to develop NI, MOD and Repair Pricing – develop complete project cost estimates.
- Manage and assign personnel to specific phases or project tasks
- Determine and understand NAVFAC project drawings and specifications and tailor offers to customer requirements. Ensure compliance by suppliers for successful project completion.
- Preparation and dispersal of submittals and approval documents
- Liaise between suppliers and customers.
- Maintain project schedule by monitoring project progress, coordinating activities, and resolving problems.
- Control project costs by approving expenditures and administering subcontractor contracts.
- Preparation and dispersal of project required reports
- Preparation of project status reports by analyzing, summarizing, and recommending actions to be taken.
- Maintain a safe and clean working environment by enforcing procedures, rules, and regulations.
- Maintain product and company reputation by ensuring compliance with federal and local regulations.
- Must be able to comply with company safety policies and administer weekly tool box meetings
- The ability to understand project drawings and wiring schematics.
- Preparation of cost estimates and proposals to customers.
- Confirmation of product performance by designing and conducting tests.
- And all other duties as assigned.

Qualification Requirements:

- We require 5 years Elevator Experience. A resume showing work experience, education, Certifications, and references must to submitted for this position