**SCHEDULE “A”**

**Project Manager - Builder Division**

**Position Summary:**

The Project Manager is responsible for assisting in the planning, organizing, and management of new Mixed Product installations and service that fall under the purview of the Builder division. This also includes coordinating tasks and resources, communicating with team members and stakeholders, and tracking progress to ensure that Mixed Product projects are completed with high quality, on time and within budget in the Builder division.

**Specific Tasks:**

* **Daily Check-ins:** Review progress with installers every day. Incorporate required process changes and maintain documentation.
* **Job Briefings:** Keep the installation and measure teams updated on the status of on-going and upcoming jobs. Ensure necessary paperwork is in place to reference at all times.
* **Database Maintenance:** Correctly update job progress in SAP database by preparing accurate and timely picklists of incomplete items.
* **Picklist Work Orders:** Generate comprehensive picklist work orders that correctly identify the product, scope and timeline of work to be produced and completed.
* **Site Measures:** Co-ordinate accurate and timely completion of site measures. Ensure accuracy and best practices are followed.
* **Scheduling:** Plan, monitor and manage work schedule that is consistent with the capacity and capability of designated installers.
* **Customer Communications:** Maintain timely, professional and accurate communication with customers via phone, email, and trade portals.
* **Site Visits:** Periodic site visits when required to update job progress, monitor installation quality and meet with customers.
* **Sub Contract Invoices:** Review, reconcile and approve subcontractor invoices ensuring accurate and consistent billing.
* **Production Follow-ups:** Ensure product and paperwork is ready for dispatch and installation by coordinating with the production team.
* **Regular site visits:** Go to under-construction areas to coordinate with site supervisors regarding installations, ensuring quality checks for completed installations. Attend site meetings with other trades to stay aligned with project timelines.
* **Service and Warranty**: Work with builders and customers to ensure both in-warranty and out of warranty commitments are met.

**General Responsibilities:**

* **Process Understanding**: Complete understanding of the entire Top Shelf Mixed Product process.
* **Design Familiarity**: Achieve necessary proficiency in designing products using company software.
* **Project Planning**: Assist in developing project plans and schedules.
* **Task Coordination**: Ensure tasks and resources are well-coordinated to meet deadlines.
* **Communication**: Keep sales, installation, and service teams updated regularly.
* **Progress Tracking**: Monitor project progress and resolve any issues that come up.
* **Manager Support**: Provide support to the Manager of Installation & Service as needed.
* **Documentation**: Help maintain project documentation, including reports and presentations.
* **Core Values**: Demonstrate and commit to live Top Shelf’s Core Values of SPACE **S**olution Driven, **P**ositive, **A**ccountable, **C**ollaborative, **E**ngaging.

**Qualifications and requirements**

* High School Diploma
* Post Secondary Schooling in a related field preferred.
* 2+ years of work experience in a similar work environment an asset
* Proficiency in MS Outlook, Word, and Excel
* Experience with SAP Business One preferred
* Strong organizational skills
* Excellent communication and interpersonal skills
* Detail oriented.
* Able to work effectively in a team environment

**Working Conditions & Physical Requirements:**

* Office work environment
* Required to wear steel-toe safety shoes while on the production floor or visiting job sites.

**HSE Responsibility:**

* Demonstrate commitment to Health Safety and Environment.
* Conduct site visits to ensure adherence to safety protocols during installation.
* Collaborate with site supervisors & trade partners to ensure safety & quality standards are met.
* Regularly perform quality checks on installations done so far to confirm compliance with project specifications.

**Job Type:** Full-time, Permanent