



<https://www.jahabow.com/job/project-manager-1st-shift/>

Project Manager (1st Shift)

Description

We are seeking a **Project Manager** to join our team.

A Project Manager is responsible for several duties at Jahabow, including working closely with our clients and operations to complete retail fixture projects successfully.

Jahabow is a leading designer and fabricator of commercial-grade retail display cases and millwork/décor. Associates work directly with leading retailers like Sam's Club, Academy, Kohl's, and Walmart to create shopping experiences seen every day. Our company must foster a creative and self-motivated atmosphere to be relevant in today's retail world and is looking for energetic and industrious people to help us build on our decades of success.

Jahabow is an Equal Opportunity Employer.

Working Hours

1st Shift

Responsibilities

- Reviews store designs & floor plans
- Provides unit take-offs for quoting
- Attends fixture installations to assist the install team
- Attends store punch meetings & obtains punch list sign-offs
- Coordinates installation of fixtures with Superintendent, Jahabow personnel, & customer
- Uses contractor database to review repair requirements, select contractors, & obtain quotes for projects
- Negotiates details of installation contracts & payments
- Obtains purchase orders from Jahabow purchasing department for contractor
- Notifies Jahabow personnel once projects are complete
- Submits contractor invoices for payment
- Prepares sales quotes & specification forms
- Estimates & quotes several aspects throughout the process, including:
 - Prices
 - Credit Terms
 - Contract Terms
 - Warranties
 - Delivery Dates
- Prepares drawings, estimates, & bids that meet specific customer needs
- Consults with clients after contract signings to resolve problems
- Provides ongoing support to clients
- Attends trade shows to present products, answer questions, & maintain a lead list
- Performs administrative duties:
 - Prepares sales budgets & reports

Hiring organization

Jahabow Industries Inc

Employment Type

Full-time

Date posted

January 13, 2023

- Keeps sales records
- Files expense account reports
- Trains customers' employees to operate and maintain new equipment
- Demonstrates products, explains features, & solicits orders
- Recommends products to customers based on needs and interests
- Answers customers' questions about products, prices, availability, product uses, & credit terms
- Provides customers with product samples & marketing materials
- Monitors market conditions & product innovations
- Monitors competitors' products, prices, & sales
- Performs other duties as assigned

Education

- College or University degree in a technical area of study
 - Emphasis on retail construction or display manufacturing

Experience

- 2 – 4 years experience in this or a related field
 - Hands-on experience preferred

Qualifications

- Strong engineering & technical background in manufacturing principles
- Proficient in several Microsoft programs, including:
 - Word
 - Excel
 - Outlook
 - PowerPoint
- Knowledge of the store fixture & millwork industries
- Ability to read & interpret floor plans & engineering drawings
- Some overnight travel is required

Skills

- Proficiency in 3D rendering programs a plus, such as:
 - Solidworks
 - Sketchup
- Strong presentation skills
- Impeccable follow-up skills
- Ability to be a team player
- Excellent communication skills with customers & coworkers
- PMP Certification is a plus

Job Benefits

- Competitive pay
- 401K
- Medical, vision, and dental plans
- Short/long-term disability
- Accident care
- Cancer care
- Hospital Indemnity

Every employee is eligible for insurance on the first Monday of the following month.

Job Location

1004 Industrial Drive, 65066, Owensville, Missouri