

ESTIMATING/PROJECT MANAGER

JOB DESCRIPTION

**Special Projects Group, Inc.
1200 Northbrook Pkwy, Ste-120
Suwanee, GA 30024**

Who We Are:

Special Projects Group (SPG) is a leader in the commercial door hardware industry specializing in serving aluminum door manufacturers as well as glazing and curtainwall contractors across the USA & Canada.

SPG Culture:

The culture of SPG is incredibly unique and revolves around our outstanding team. Our united vision and drive, coupled with our ability to perform the highest customer satisfaction to our clients is what separates us from other door hardware suppliers in the industry. We are about relationships at SPG, and the goal is for all who do business with us (employees, clients, and vendors alike) to share in the highest level of success possible. We have a diverse team with a wide variety of backgrounds. Our people are real people that are encouraged to be themselves. SPG is very much a team-oriented environment where we all work together to meet our objectives and common goals. Every team member's input is important, valued, and appreciated. We have a no-drama environment at SPG, and management has an open-door policy. We genuinely care about everyone in our SPG family. When we bring a new team member on board, our goal is always for this to be their last career stop.

What We Are Looking For:

We are currently seeking a mature, self-motivated individual with excellent organizational skills, teachable spirit, and a high level of attention to detail for our Estimating/Project Manager role. The candidate should have a professional estimating and/or project management background with 10 years minimum industry or related experience. Background in door hardware, hollow-metal, or entrance manufacturing preferred. Verbal and written communication skills must be strong.

This is a full-time salaried position with a health benefits and life insurance policy package included. Salary range negotiable dependent upon experience. Bonus program available for eligible employees (must be employed for 6 months minimum). Paid vacation time includes 16 PTO days as well as business closures on major holidays.

Note: All work performed at our Suwanee, GA location - no travel required.

Note: This position is not eligible for remote work.***



Importance of the Role:

SPG's Estimating and Project Management Team is regarded as the highest-level industry performer. This team is responsible for the frontline interaction with our customer base. Attention to detail, a strong work ethic, organization, character, pride, and quality of work are of the utmost importance. Our team reviews architectural documentation, specific manufacturer door info, and considers all variables relevant to hardware with respect to operational intent and application engineering. The aluminum storefront market sector is incredibly complex and highly specialized. Our unique level of quality and service starts with our individual team members.

Candidate background requirements:

- Background in commercial, construction, technical or engineering office environment.
- Proven ability to manage multiple activities (multi-task) in a dynamic and fast paced environment.
- Must have scheduling and document control experience.
- Superior communication and organizational skills.
- Strong interpersonal skills and ability to work with cross-functional teams.
- Experience with the following software:
 - Microsoft Office Suite (Word, Excel, Outlook, etc.)

Estimating/Project Manager Tasks, Duties, & Responsibilities:

- Architectural door hardware (Div-08) project estimating
- Application engineering
- Larger and/or more complex job scopes may require Project Management level of attention
- Architectural documentation and project specifications review
- Client communications regarding quote requests & specific job builds
- Working with the team to help manage daily departmental workload
- Work in Progress screen review daily for hitting scheduling targets
- Ensure customer project deadlines are met
- Participating in project conference calls when client support needed
- Qualifying corrections with specified hardware
- Making hardware corrections due to door compatibility issues
- Proposing alternate hardware options when specified hardware may not meet a client's project timeline needs
- Assessing when an application engineering review and/or custom design layout detail may be required for a specific application

