



Job Description

Internal Construction Project Manager

Date Posted: May 2019

Supervised By: To be determined

Territory: USA and Canada

Location: Holland, Michigan

Vehicle: This position is not included in the standard company vehicle program

Travel: Estimated at less than 25% of time

Duties & Responsibilities:

In a broad sense this position is responsible for the execution of projects within quality, time and cost parameters from confirmed order through conclusion. This is a new position and its exact responsibilities are still being determined. More specifically, responsibilities will include:

- Constitutes the main point of contact between the customer and the Agricon and Big Dutchman teams, in what pertains to Agricon buildings and all points of contact of that structure with the equipment.
- Works closely with sales team, supporting the quoting process and the closing of the sale.
- At times this position will also support projects which will not include Agricon buildings, in which case will work closely with third parties providing buildings.
- Responsible for turn-key and semi turn-key contracts with vendors/subcontractors and with the customer, working closely with various areas of the company to ensure that it is done well and consistently.
- Coordinates efforts with BD and Agricon teams to make sure that the right drawings are available at the right time and that information on new orders are clear and organized.
- Works with and optimizes efforts with customer's civil work contractor, installation contractor and technical team.
- Reviews drawings, foundation drawings, and 2D detailed drawings. Participates in project progress meetings with all parties involved and prepares executive summaries to be shared with customers and project team.
- Coordinates efforts with Big Dutchman Building engineering office to ensure accuracy of models.
- Provides assistance to BD installation supervisors.
- Responsible for the reporting into the project management online platform.
- Occasionally travels to job sites as necessary.

Qualifications:

- College degree in project management, building science, or other area relevant to the position.
- Minimum 5 years working experience on construction projects involving steel structure.
- Strong attention to detail and communication skills.
- Strong business acumen.
- Superior people and general management skills.
- Strong computer and communication skills, including Microsoft Office and AutoCAD.
- Ability to interact across different cultures.
- Strong organizational skills.