



SAF Technologies, Inc.: Project Manager - “Commercial Door and Hardware

The Project Manager is responsible for the entire project from start to finish. Project managers work with an estimator and salesman for scope then the installation team to oversee the project through its progressive stages, with the goal of project completion within specified time and budget constraints.

This is a salary position that will report directly to the manager of the division.

Job Description

Understanding the needs and goals of this organization and developing an appropriate project plan. Will be responsible total project management of commercial door and hardware projects including submittals / shop drawings, scheduling, procurement, job meetings, organizing material delivering to jobsite, invoicing, job costing and closeout documents.

In the event that the job includes both commercial door & hardware, plus electronic security, then the PM will also need to be able to coordinate with other PMs to ensure division 8 and 28 scopes and materials match up for accurate projects.

Responsibilities:

- The duties of this position include: planning and scheduling, maintaining current job plans, specifications and door schedules updating job costing on a weekly basis, completing WIP reports of job status and costs to complete, pursuing change order opportunities, and other duties as assigned.
- Detailing projects: prepare and review submittals for approval by architect
- Review contract documents
- Manages changes to project scope, schedule and budget using appropriate validation techniques to keep the project plan accurate, updated, reflective of authorized project changes. Facilitates GC's acceptance of changes and their impact.
- Raises issues and risks early and works with others to determine possible solutions, outline impacts, and resolve effectively.
- Oversees vendor selection and performance, based on the job scope, and monitors expense status and impact on project, directly or through management of project/work stream.

Job Requirements

Qualified applicants for the installation Project Manager position will meet the minimum requirements, as described below:

- The successful candidate must be a proven self-starter, with minimum 3-5 years' experience in division 8 & 10 – division 28 experience is a plus
- High School Diploma or GED is required. A Bachelor's degree in construction management, personnel management, and project management or related field would be a plus.
- Must have excellent time management and organizational skills, and be proficient (or able to quickly become proficient) in the following computer programs (Excel, Access, Word, Internet, Outlook, Power Point, CAD, Microsoft Project and Microsoft AX, among others).
- Excellent oral, written communication and customer service skills are essential. This position requires a valid driver's license, clean driving record and insurance
- Proficiency to conduct field surveys, prepare change orders and permits.
- Strong troubleshooting skills set
- Team leader
- Success driven
- Strong skill set for time management
- Excellent client interaction skill set
- Ability to report project status in a timely manner
- Experience managing multiple simultaneous projects.
- Expense management, forecasting billing and financial reporting.
- Ability to read and understand complex building architectural, mechanical and electrical documents including blueprints.
- Ability to multi-task and prioritize among assignments with a strong adherence to deadlines.
- Exceptional verbal and written communication skills, both with internal and external customers.
- Be able to create tracking spreadsheets, reference data in other spreadsheets and create macros.
- Must be organized, detail oriented and self-motivating.
- Must pass a pre-employment background check and drug screen.
- The Project Manager must have a professional work ethic, be articulate and also use good independent judgment and discretion. Must have proven ability to maintain correspondence, discussions and materials in strictest confidence. Must be able to work overtime as needed.

About SAF Technologies, Inc.

SAF Technologies, Inc. is a privately held company located in Matthews, NC that was founded in 2004. SAF provides design, installation and service of electronic security systems, commercial door & hardware products, as well as licensed locksmith services. SAF services both North and South Carolina 24 hours per day and 365 days per year. We offer multiple lines of access control, CCTV and door hardware to fit both your needs and your budget.

We are an employee centric company where employees come first. We are committed to Extreme Customer Service® and Quality Installations. We are very proud of both our “Lifetime Workmanship Warranty” and our interactive training center we build in Matthews, NC. Many times you need to hire multiple vendors for these types of services, we can provide them all under one roof and everyone is focused on exceeding customer’s expectations. Each year we host the largest security expo in the southeast, called the Southeast Security Expo 2020. This year we secured the Cabarrus Arena and Event Center to host our event on October 14, 2020.

For more information on this position, please contact Kevin Ronan at 704-301-1734 or contact him at kevin.ronan@safetechnologies.com.