

Job Description



Project Manager

**JOB POSTING – FHS, Inc.
Duluth, GA**

Position Summary

FHS, Inc. is seeking a Project Manager/Structural Engineer for their Duluth, GA office with experience in the material handling field. Structural Engineer preferred but not required.

Job Duties

1. The individual will be responsible for proper estimating and project management of assigned jobs.
2. Quote and estimate the scope of work for each project assigned. and provide solutions that meet customer requirements in all areas from production to maintenance.
3. Interact with suppliers/vendors and subcontractors to obtain competitive bids for materials and work.
4. Meet with the assigned field supervisors when a project is assigned and provide a detailed report of the estimate and assumptions used in developing the costs.
5. Other duties as assigned.

Education

A high school diploma or GED preferred

Experience & Skills

- Estimating, quoting, and project management experience
- Must be able to read drawings, plans, and specifications for work
- Excellent basic mathematics skills
- A working knowledge of scheduling and job site coordination
- Proficient in using Microsoft Office (Outlook, Excel, and Word)
- Superior verbal and written communication skills
- Superior presentation skills
- Effectively and confidently deal with subcontractors, clients, or client representatives professionally; resolve situations in a non-confrontational manner
- Able to work without direct supervision
- Strong analytical skills; comfortable working through details and developing viable project cost estimates
- A strong emphasis on quality of work and producing results
- CAD experience required
- Ability to work at heights up to 200 feet
- Self-accountable for their success or failure as an estimator
- Highly motivated with a sense of urgency and able to manage himself/herself and, at times, lead others
- A strong negotiator with subcontractors and suppliers
- Builds relationships with the better subcontractors and suppliers and can get concessions when needed on a very competitive bid
- Must be able to resolve difficult situations in a non-confrontational manner, always looking for a win-win solution

Travel

Travel for this position is infrequent; less than 20%

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to CRiddle@fhsinc.com or fax resume and cover letter to 863.534.1170.

Or, mail resume and cover letter to:

Human Resources
Mazzella Companies
21000 Aerospace Parkway
Cleveland, OH 44142

Mazzella Companies participates in the federal government's E-Verify program. With all new hires, we provide the Social Security Administration and when applicable, the U.S. Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

This job description is not meant to be an all-inclusive list of duties, functions and/or responsibilities of this position. Other related functions and responsibilities may be assigned by the immediate supervisor as required to complete assignments or initiatives. Mazzella Companies reserves the right to change, add, delete or modify job functions as necessary based on business necessity. The Company or employee, independently, has the right to terminate employment at any time for any reason; employment is at will. This job description does not promise or guarantee continued employment with Mazzella Companies.