**Project Manager**

Cornell Storefronts Systems Inc., a leading and growing national service provider of Security Closure Products, is seeking a qualified Project Manager to work in our facility in Plains.

**Duties include but are not limited to:**

* Acquire jobs to bid through existing customer requests, General Contractor invitations, plan rooms, and open bid market request.
* Responds to inquiries- including reviewing the accuracy of blueprints and product specifications; contracting for installation; accurate costing and pricing of product, freight and installation, and timely issuing of quotations.
* Acknowledges and enters orders-including reviewing costing, pricing and specifications for accuracy; acceptability of delivery time(s); promptly issues acknowledgments of order(s) to customer(s); promptly places order(s) to supplier(s); and monitors the progress of the order(s).
* Review contracts and return in a timely manner Contract Administrator; Note changes / notations on Contract sheet for forwarding by Contract Administrator and work with Customer / GC to come to mutual agreement on Changes.
* Tracking projects after order entry to ensure they are delivered as scheduled, free of damage. If changes or freight damage occur, engaging an action plan to resolve.
* Coordination of installation date with Cornell’s installer and appropriate Customer contact and/or General Contractor.
* Verify projects are complete and Cornell receives completed checklists from installers.
* Prepare and send out project information reports to customers as requested.
* Updated of job cards with Navision on a regular basis to maintain accurate information and job stage.
* Maintain thorough knowledge of Cornell Storefront’s product line (Cornell, Amstel, Clopay, Pioneer etc.), including the different types and various options, and uses this information to offer competitive products and terms to customers.
* Maintain close and harmonious working relations with customers, suppliers, Account Executives, the Operations Department and others who can contribute to good customer service.
* Manage projects in such a way that-product and services meet customer expectations, and fall within Company’s performance expectations, i.e. in a timely manner, professional manner.

**Experience:**

* Construction: 3 years (Preferred)

**Education:**

* High school or equivalent (Required)
* The candidate must be able to communicate well and in a highly professional manner to co-workers, vendors and contractors.
* Candidate must be able to work in a fast paced environment, be highly organized and have great customer service.