



Position: Project Manager, Residential Glass & Glazing Division

Position Summary: The overall goal and responsibility of this position is to manage schedule, customer expectations of residential glass and glazing projects through submittal and shop drawing, procurement, field measure, installation and quality control.

Position Pre-requisites:

- Technical knowledge of interior glass and glazing systems, hardware, joint sealant and best installation practices
- Design assistance and best practices as the industry expert
- Field measuring capabilities
- Professionalism, communication, organizational and multi-tasking skills

Position Responsibilities:

- Coordinate shop drawings, submittals, procurement and order shipments through collaboration with internal teams
- Coordinate Change Orders, Purchase Orders, AIA billings with Project Accountant
- Communicate schedule, lead-times, material and installation status with client
- Work with Client to modify openings and provide adequate surrounding conditions of glass systems as required
- Qualify openings to be complete prior to field measure
- Coordinate and generate final field measurements as needed
- Communicate modifications and requirements to vendors, drafter, foreman
- Kickoff project information to Foremen prior to installation, inclusive of drawings, substrate/anchoring details, safety/tools/equipment required, etc.

Training Provided

- CRLaurence Showers, CRLaurence Handrails Online, Bluebeam, MS Projects