



Position: Asst. Technical Project Manager, *Residential/Special Projects Division*

Position Summary: The overall goal and responsibility of this position is to support (2) Project Managers with estimating and proposal output, RFI's, submittals and shop drawings as needed, material procurement and tracking through to installation coordination with General Site Supervisor.

Position Pre-requisites:

- Technical knowledge: glass showers, mirrors and associated hardware, interior all-glass office partitions, glass railings, wine closets, wind screens
- Ability to juggle multiple requests across multiple projects
- Professionalism, communication, organizational and multi-tasking skills

Position Responsibilities:

- Takeoffs, estimating and proposals
- Coordination of shop drawings, submittals with client
- Coordinate and track material procurement and receiving for installation scheduling with General Super
- Kickoff project information to Foremen prior to installation

Training Provided

- CRLaurence Showers
- CRLaurence Storefronts Online
- CRLaurence Handrails Online
- Bluebeam
- Trello
- MS Projects