

Entry Level Project Manager (Commercial Frames, Doors, and Hardware Industry)

Mid-Central Door – Waite Park

Starting wage between \$24.25 to \$29

Are you looking for a career change and want to work for a family owned, family friendly company that understands the need for a balance between work and life at home and is team orientated? If so, then we may be the company that you are looking for. **Mid-Central Door Company**, a division of American Door Works, is a leader in supplying hollow metal doors and frames, commercial wood doors, and architectural hardware in Minnesota. Mid-Central Door proudly builds a strong reputation through customer referrals.

MCD and its parent company have paid our employees over \$5 million over the past 5 years from the company incentive program. We have seen record growth in our company and are currently seeking a project manager in our industry who is looking for a change of pace.

This Project Manager will work closely with the department manager. The Project Manager will provide coordination and assistance for either new or remodel construction projects assigned to them. This is commercial work, so the position will primarily work with general contractors. The level and size of projects will be assigned by the department manager. **This position will work in-office (Waite Park, MN) during normal business hours (8:00 am to 4:30 pm, Monday through Friday).** Some job duties include:

- Understand project specifications and architectural drawings.
- Coordination of required products and services for each construction project.
- Track job costs to retain necessary profit margins.
- Work on shop drawings and submittal preparation in the company estimating/detailing software (EPWS-Emullion & TOAD-Total Openings Application Developers).
- Monitor the ordering process for each project assigned.
 - a. Utilize ERP management software (CERP-Contract ERP).
 - b. Coordinate with internal company departments regarding the timeline of projects for smooth delivery and/or installation.
 - c. Continuous contact with contractors and suppliers to monitor job-site needs/conditions.
- Respond to customer requests and price out change orders in a timely manner.
- Document any changes/additions to the project.
 - a. Will need to communicate changes with other departments within the company.
- Keep current on invoicing (payment applications) with weekly updates.
- Maintain company spreadsheets as needed.
- Utilize Microsoft Office Suite Software & PDF software (Bluebeam).
- Performs all other duties as assigned or required by the supervisor/customer.

Candidates for this position will have previous project management and estimating experience, preferably in the commercial pedestrian/walk through door industry but must have construction or building sector background. Documentation and attention to detail are crucial in this position and the candidate must have excellent oral and written communication skills. Must work well in a team setting and be able to multi-task while running multiple projects.

If you would like to be part of our rapidly growing team, Mid-Central Door would like to meet with you. We offer a starting wage between \$24.25 to \$29 per hour based on your previous work experience. Our benefit package includes annual incentive pay based on net profit, paid vacation, and holiday pay starting from the date of hire. We also offer 401(k) plan, health, dental, vision, short-term disability, accident, hospitalization, critical illness, and company-paid life and long-term disability insurance.