

Renovia Success Profile

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| Role/Title: Assistant Project Manager | Department: Operations | Location: Indianapolis, Indiana Tampa, Florida Nashville, TN |
| Reports To: Operations Manager | Date: February 22, 2019 | |

Company Overview

Renovia is in the construction field with a concentrated focus on coatings and repairs.

Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional, quality work that allows us to continue strengthening these relationships.

At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting, positive impact in the communities we serve.

For further information on Renovia, check us out online at www.renovia.com
To apply for this position, please email your resume' to Mike Lantz at mlantz@renovia.com

Job Summary The Assistant Project Manager (APM) is responsible for helping leaders organize and direct mid to high complexity customer painting projects as well as their own less complex projects from the point of handoff through completion. The APM helps ensure projects are completed on time, within budget and with high customer satisfaction. The APM works with internal business units such as Sales and Estimating as well as with the customer, vendors, contractors, and other external stakeholders. This role assumes a gradual increase in responsibility and project complexity over time as proficiency in the role progresses.

Job Responsibilities

1. Participate in pre-construction call with leader to determine customer expectations and forecast project timelines, costs and resource needs
2. Assist in setting project budget and negotiate costs throughout the project
3. Identify resources and write sub contracts for cost allotments and scope
4. Approve/release contractor payments, as approved by leader
5. Help leader build project schedule that aligns with customer and subcontractor accessibility
6. Help leader organize and plan all labor and materials for projects
7. Determine subcontractor scheduling based on job size, availability and site access
8. Recruit resources and contractors as needed and train on project basics at project site
9. Deliver Key Performance Indicator (KPI) outcomes that are aligned with the budget
10. Visit customer sites at the start of projects and through project duration to check progress, quality, safety and resolve conflicts including frequent travel outside of home-base city
11. Interface with customers and maintain continual communication throughout project
12. Collaborate with PMs, Sales Managers and Estimators throughout a project

13. Float between projects when shifts in project workloads require
14. Document communications with customers, vendors, contractors, etc.
15. Participate in company huddle, and individual and team meetings with leaders

Competencies/Skills Required

1. Communication (oral and written): Manage information flow and relationships between customers and between other business units; encourage and seek feedback, and be able to address and overcome issues as they arise.
2. Adaptability: Be flexible with changing customer and project needs, site and weather conditions, and work responsibilities.
3. Detail Oriented: Pursue quality in accomplishing tasks and managing projects by performing tasks thoroughly and carefully with few errors.
4. Decision Making & Judgment: Make timely, informed decisions that take into account facts, goals, constraints, and risks.
5. Time/Self-Management: Manage and prioritize own schedule and coordinate with customers and other resources to achieve goals and successful project completion.
6. Collaboration and Teamwork: Establish a working relationship with project PM and other project stakeholders such as vendors, contractors, property managers and internal team members.
7. Customer Focused: Build and maintain customer relationships to achieve satisfaction throughout the project.
8. Integrity and Ethics: Earn others' trust and respect through consistent honesty and professionalism in all interactions.

Education/Knowledge/Requirements

- Previous experience in the paint or construction industries
- Knowledge of web-based project management platforms
- Proficient in Excel or Microsoft Suite
- Travel