

Job Success Profile

Role/Title: Assistant Project Manager	Department: Production	Location: Tampa, FL
Reports To: Operations Manager/Project Manager	Date: February 2020	

A. Summary:

The Assistant Project Manager (APM) is responsible for organizing and managing customer paint projects, and supporting more senior managers during highly 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.

For further information on Renovia, check us out online at www.renovia.com

To apply for this position, please email your resume' to Jessie Sears at jsears@renovia.com

B. Responsibilities

1. Manage Projects: customer expectations and communications, timelines, budget and negotiate costs, customer and subcontractor schedule, resources and contractors, procure and organize labor and materials, facilitate changes and cost impacts, obtain permits for required projects
2. Oversee project financials, profit and Loss, and ensure documentation of all moneis on the project are accurate. Approve/release contractor payments that align with project cashflow schedule, Issue Invoice requests based on contract terms, and aprove all costs in financaial management system
3. Visit project sites at the start of projects and through project duration to check progress, quality, safety and resolve conflicts; frequent travel outside of home-base city is required
4. Schedule and facilitate project meetings with customer, contractors, and vendors that follow company standard Operating Proceedures
5. Interface with customers and maintain continual communication throughout project, ensuring satisfaction and project needs are met
6. Collaborate with internal Sales Managers and Estimators as needed for cost and scope validation, and education of project efficiencies or discrepancies
7. Provide guidance and coaching to Assistant Project Managers to help build and strengthen of the overall production teams knowledge and competencies
8. Keep project vitals up to date within company project management platform and report on challenges and oppourtunities

C. Competencies/Skills Required

1. Adaptability: Be flexible with changing customer and project needs, site and weather conditions, and work responsibilities.
2. 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.
3. Decision Making & Judgment: Make timely, informed decisions that take into account facts, goals, constraints, and risks.

4. Problem Solving: Identify problems and opportunities to determine the appropriate course of action.
5. Collaboration and Teamwork: Establish a working relationship with project PM and other project stakeholders such as vendors, contractors, property managers and internal team members.
6. Customer Focused: Build and maintain customer relationships to achieve satisfaction throughout the project

D. Education/Knowledge/Requirements

- Preferred experience in the paint or construction industries
- Proficient in Excel or Microsoft Suite
- Alignment with Renovia Core Values (is this table steaks?)
- Experience servicing customers
- Experience in successfully managing projects

E. Annual Outcomes/Measures of Success*

1. Achieve project gross margins at or above estimates
2. Meet Key Performance Indicators for gross margin, recruiting and scheduling
3. Collaborate with PMs, Estimators and Sales to achieve project timeline and completion goals
4. Achieve exemplary customer satisfaction survey response