**Job Success Profile**

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| **Role/Title:** Assistant Project Manager | **Department:** Operations | **Location:** Indianapolis  |
| **Reports To:** Regional Vice President of Operations | **Date**: April 2021 |  |
| 1. **Summary:** The Hybrid Operations role is responsible for helping organize and direct mid to complex painting projects from the costing and inspection bid process through completing projects. This individual ensures opportunities are bid accurately, scopes align with specs, costing and verbiage is entered into pricing options, projects are completed on time, within budget and with high customer satisfaction from the point of handoff through completion. This role assumes a gradual increase in responsibility and project complexity over time as proficiency in the role progresses. The individual works with internal business units such as Sales, other Estimators, other Project Managers as well as with the customer, vendors, contractors, and other external stakeholders.

To apply for this position please email Caleb Archer, carcher@renovia.com |
| 1. **Job Responsibilities Estimator**
2. Review the Scope of Work in Salesforce and project specifications that was provided by the customer/vendor and the different pricing options that the customer has requested to assist in proper take-off
3. Use Google Earth to analyze the overall project layout and to identify potential access issues to be aware of while on site and build a take-off plan to achieve goal
4. Visit project sites to complete site audit report of work, perform take-off measurements, evaluate building surface conditions, plan project access, and identify areas for additional services to sell
5. Follow VEP processes to complete project take offs virtually.
6. Complete estimate spreadsheet/SalesForce CPQ for each project that align the problem to be solved with the site conditions and enter the scope of work into SalesForce that match the customers requested breakouts
7. Complete project reviews with internal teammates to ensure total costs for labor, materials and equipment are appropriate and finalize hand off of scope and costs to sales manager.
8. **Job Responsibilities APM**
9. 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
10. Issue Invoice requests based on contract terms, and approve all costs in financial management system
11. Oversee project financials, profit, and Loss, and ensure documentation of all monies on the project are accurate. Approve/release contractor payments that align with project cash flow schedule
12. 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
13. Interface with customers and maintain continual communication throughout project, ensuring satisfaction and project needs are met
14. Collaborate with internal staff during project reviews for cost and scope validation, and education of project efficiencies or discrepancies
15. Keep project vitals up to date within salesforce platform and report on challenges and opportunities with project schedules
16. Recruit and maintain contractor relationships that align with project needs
17. Keep project vitals up to date within salesforce platform and report on challenges and opportunities with project schedules
18. Balance competing demands of Estimating and Producing work while traveling and spending time in the field requirements, with time needed to complete detailed data input and estimates
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| **C. Competencies/Skills Required** 1. **Communication**: Using language, verbal and written, to share and collect information, exchange ideas and openly explore a variety of perspectives while being flexible to adjust style and content to each unique person, audience and situation.
2. **Problem Solving**: Having a good process to use when approaching an issue and can quick, efficiently and effectively resolve
3. **Collaboration:**  Establishes a strong working relationship with team members, customers, and stakeholders to improve outcomes.
4. **Customer Focused**: Makes all decisions with the impact on customer success and/or satisfaction in mind
5. **Adaptability*:***Willingness to operate in a flexible manner to ensure achievement of desired outcomes/goals*.*
6. **Attention to Detail**: Ability to achieve thoroughness and accuracy with a precise way of planning, organizing and managing activities with specific details. Very good at executing the details of a plan.
7. **Time Management**: Able to plan and exercise conscious control of time spent on activities
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| **Education/Knowledge/Requirements** * + - Preferred experience in the paint or construction industries
		- Proficient in Excel or Microsoft Suite
		- Experience servicing customers
		- Experience in successfully managing projects
		- Capable of traveling weekly with 8-12 overnights per month
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| **2021 Outcomes/Measures of Success\*** 1. Accurately account for all costs associated to complete the project within 5%
2. Meet Key Performance Indicators for estimating due dates
3. Collaborate with internal team during hand offs
4. Achieve completed project gross margins at or above estimates (+3.5% GM)
5. Meet contractor recruiting goal based on team plan (Avg 3 new contractors)
6. Meet or beat expected start dates on projects (21 days RFP)
7. Achieve exemplary customer satisfaction survey response (75%)
8. Follow company standard operating procedures to maximize learning and development
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