



PROJECT MANAGER JOB DESCRIPTION

Cherry City Electric is accepting applications for full-time Project Managers for its Electrical Division.

Responsibilities:

- Final accountability for all administrative duties on assigned projects
- Follow up with customer on payment status and collections
- Prepare project budgets and breakdown labor task codes for internal tracking
- Interface with customer and office on major administrative issues
- Prepare and negotiate change orders
- Prepare and review monthly job projections
- Prepare RFIs and track/document responses
- Prepare and track product submittals
- Direct the purchasing of major buyout items and subcontractors
- Attend jobsite meetings as required and walk with foreman a minimum of once a week
- Establish, track, and maintain project schedule and negotiate issues and conflicts
- Assist foreman with methods and materials

Requirements:

- Minimum of 5 years' experience in managing the administrative requirements of electrical projects
- Strong technical understanding of materials and methods used in the installation of electrical projects
- A good attitude and the ability to work in a team environment
- Good communication skills
- Dependability
- Customer focused
- Strong organizational skills
- Ability/willingness to drive long distances as required (Southern California)
- Field experience (not required, but added benefit)
- Good computer skills, proficient at Microsoft Office

Benefits:

- Three Medical Benefit Options
 - HMO – Health Maintenance Organization
 - POS – Point of Service
 - HSA – Health Savings Account
- Life Insurance

- 401 (k) Plan with employer matching contribution up to \$5,000 per employee annually
- Partially paid jury duty
- Eight paid Holidays plus your birthday
- Paid Vacation
- A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
- Competitive salary packages

Office/Location:

1596 22nd Street
Salem, OR 97302
503-566-5600

2501 SE Columbia Way, Suite 240
Vancouver, WA 98661
360-571-4411

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