

## **Duties and Responsibilities**

- Visit job sites to ensure job progress, quality and that budget is on track
- Attend any required project progress meetings in the absence of Site Coordinator
- Negotiate better pricing, place material orders and coordinate delivery of materials to the warehouse and job sites
- Research material requirements, including finished goods, trims, accessories, and installation methods
- Oversee Site Coordinator and manage installers
- Audit invoices and change orders from subcontractors
- Recruit new subcontractors, verify paperwork/insurance, schedule subcontractors for upcoming needs
- Other duties, as required by project or management needs

## **Qualifications:**

- Must have 5-10 years of experience and knowledge of the flooring industry, materials and installation
- Ability to read and understand blueprints and interpret plans and specifications
- Ability to field-measure, if necessary
- Ability to consistently prioritize the workload and have excellent time management skills to meet deadlines
- Ability to purchase & issue contract (labor/PO for vendors)
- Must be able to demonstrate commitment to continual learning
- Proficient with computerized take-off programs and software
- Excellent verbal and written communication skills in a professional manner
- Exceptional attention to details
- Top-notch organizational skills and display of high-level efficiency are required

This is a full-time position. All work will be conducted in our office. No remote work.

Our chosen applicants will take part in a telephone interview prior to interviewing in-person.

**NO PHONE CALLS, PLEASE**