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## Project Manager

EMPLOYER'S NAME: Momentum Exterior Systems, LLC dba Momentum Glass

JOB TITLE: Project Manager

DUTIES: Oversee glass and glazing project execution from contract through closeout. Support the establishment of project management processes and procedures associated for the broader organization. Manage the project schedule and execute the project through the architectural drawings, submittals, material procurement, fabrication, and field installation. Coordinate with general contractor, architect, outside engineers, and any other stakeholders. Manage contract scope and commitments. Ensure drawings are consistent with special scope; manage cost control and monitoring project spending, including issuing and tracking Pos. Approve invoices to ensure accuracy of the order and pricing. Develop and track all billings and change orders. Maintain projection of future monthly billings. Provide logistical and scheduling support for shop and field through completion. Maintain detailed and organized records for a project and compile close out documentation. Read, analyze, and interpret general business periodicals, technical drawings, procedures, and government regulations. Write reports, business correspondence, and prepare project documentation. Apply mathematical and statistical concepts as exponents, probability, and permutations. Apply mathematical operations to tasks related to project management and general project and business-related analysis. Use Acumatica Construction Edition, a core tool ERP system. Utilize Microsoft Office suite and common project management systems including Bluebeam and Procore.

REQUIREMENTS: Requires a Master's degree in Engineering, Construction Management, or closely related major, or equivalent, and two years of experience in job offered or two years of experience in reading, analyzing, and interpreting general business periodicals, technical drawings, procedures, and government regulations; applying mathematical and statistical concepts including exponents, probability, and permutations; applying mathematical operations to tasks related to project management and general project and business related analysis; using Microsoft Office suite; using Bluebeam; using Procore; using Acumatica Construction Edition.

LOCATION OF EMPLOYMENT: 310 Wilmeth Road Bldg 3 Suite 400, McKinney, TX 75071

CONTACT: Please send resumes to [John.Shaddix@momentum-glass.com](mailto:John.Shaddix@momentum-glass.com)