JOB OPPORTUNITY

Questions: Careers – careers@gracepacific.com

JOB INFORMATION

POSITION TITLE: Project/Sales Engineer – Unistrut
COMPANY: Grace Pacific Roadway Solutions

PRINCIPAL DUTIES

• Reviews contract documents and requirements and coordinates construction activity in assigned area for assigned projects.

• Prepares and updates project schedules for contractors and/or subcontractors. Maintains database of active projects.

• Responsible for pre-job conferences and attends all required project meetings for assigned projects.

• Handles project correspondence and administrative functions, including but not limited to, schedules, RFI, change order proposals, daily reports, time sheets, travel requests and safety meetings.

• Confirms material and equipment requirements with. Coordinates submittals of material specifications with internal contact as needed.

• Ensures availability of equipment and materials. Orders material, schedules delivery to meet project requirements, and coordinates the maintenance and repair of equipment with Fleet Maintenance department.

• Provides project billing information to accounting and follows up to assure payment. Reviews cost data and provides forecasting information regarding projects. Investigates and initiates new methods and cost-saving procedures.

• Conducts final project audit and reviews project procedures to ensure continued improvement.

• Generates and owns leads for new projects through trade, industry, and customer sources.

• Continuously sources, builds and maintains positive customer/vendor relationships.

• Develops, builds, and sustains business relationships through various communication networks.

EOE / M / F / Vet / Disabled
- Partners with management on establishing customers, new contacts, product inventory, sales, pricing, jobs in progress and other related activities.

### PRINCIPAL REQUIREMENTS

- Math: Familiar with basic math skills to create spreadsheets calculating cost/sell/profit ratios. Familiar with basic geometry to calculate measurements for material takeoffs.

- Reading: Able to comprehend project documents and industry/manufacturer's technical data and standards

- Licenses: Must have valid driver's license and favorable traffic abstract.

- Education: Bachelor's Degree within the college of Engineering or in business related studies preferred.

- Experience: Must have a minimum of 2 years' of experience in construction services or business-to-business sales. Or equivalent combination of education/experience.

- Computer: Knowledge of Microsoft Office programs Outlook, Excel, Word, and PowerPoint

Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.