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## Sales/Project Manager

**Hiring organization**  
TCC Multi Family

**Date posted**  
May 29, 2020

### Description

The Sales/Project Manager at TCC Multi-Family Interiors is responsible for obtaining profitable sales of projects via bidding and/or negotiating new projects with existing and new customers and interfaces with installation personnel and general contractors. The Sales/Project Manager is also responsible for planning, directing, and coordinating activities of designated projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and budgetary requirements.

### Responsibilities

- Prioritize developing, maintaining and expanding relationships with current and new customers.
- Identifying customer needs to ensure satisfaction, as well as acquiring new relationships and leads while working with existing customers and vendors.
- Reviewing project proposals and establishing a plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources.
- Proposing potential business deals by contacting potential customers and exploring opportunities.
- Screening potential business deals by analyzing market strategies, financials and deal requirements.
- Conferring with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Reviewing costs, planning and scheduling of project personnel with Operations.
- Directing and coordinating activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Reviewing status reports prepared by project personnel and modifying schedules or plans as required.
- Conferring with project personnel to provide technical advice and to resolve problems.
- Communicating with development team deliverable expectations and oversee the timely completion of milestones.
- Visiting Jobsites and inspect work in progress on a regular basis to ensure workmanship complies with specification and schedule requirements.
- Tracking costs versus budget and providing input for more synergic job flow.

### Qualifications

- Bachelor's Degree in Construction Management or related field is preferred.
- 5+ years of experience in sales in the construction industry may be substituted for the "Bachelor's" requirement.
- 5+ years of experience managing projects in the construction industry.
- 5+ years of experience in sales and business development.
- Valid Driver's License.
- Strong interpersonal skills to support leadership, management, negotiation

and problem-solving functions.

- Solid understanding of multi-family construction lifecycle.
- Ability to handle multiple priorities simultaneously and meet deadlines.
- Proven ability to manage costs to ensure that project budgets are met.
- Friendly, courteous, professional, outgoing, and customer service oriented.