Position Title: Project Manager
Department: Project Management
Position Purpose: Ensures project management activities are completed in accordance with established quality standards and procedures and in a timely and successful manner.

Essential Functions & Basic Duties:
- At time of assignment, review all project documents.
- Develop plan of action to ensure the successful completion of project.
- Review and release rough-ins and shop drawings.
- Attend Great Lakes’ weekly project meeting and communicate up-to-date construction progress and potential issues.
- Coordinate all aspects of the project with the general contractor and related trades to maintain schedules and implement necessary changes and revisions.
- Obtain accurate field dimensions and review points-of-entry.
- Coordinate need for special equipment required on site (lifts, lulls, scaffolding, etc.).
- Manage installers to ensure quality of work.
- Manage project details effectively to minimize punch list items.
- Coordinate and attend equipment demonstrations.
- Submit all required paperwork (demo sheets, delivery receipts, mechanical lists, etc.).
- Ensure that safety regulations are closely adhered to.

Required Skills & Abilities:
1. Pre-planning skills.
2. Attentive to detail and accuracy.
3. Well organized.
4. Cooperative and willing to assist others.
5. Professional appearance and demeanor.
6. Knowledge of related computer applications.

Intent & Function of Job Descriptions:
Job descriptions are essential to an effective appraisal system and related decisions. All descriptions have been reviewed to ensure that only essential
functions and basic duties have been included. Peripheral tasks only incidentally related to each position have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Job descriptions are not intended as and do not create employment contracts. Great Lakes maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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