

WARNING LITES OF MINNESOTA, INC

JOB DESCRIPTION

Position Title: Project Manager

Reports To: VP of Finance & HR

Position Summary: The project manager is responsible for managing various projects within given budgetary and time constraints. An extension of the leadership team, this person will strategize, consult, and assist in the implementation of projects in order to help the company achieve its goals.

Responsibilities:

- Manage projects from start to finish and ensure on-time completion
- Assist on company initiatives, including but not limited to:
 - Job estimating, bidding and tracking
 - Recap equipment requirements on awarded work
 - Mobile device timecard entry
 - Submitting certified payroll reports
 - Submitting and tracking underground location clearing tickets
 - Job recapping
- Develop relationships with internal managers to influence company's various efforts
- Provide administrative support as needed

Requirements:

- High school diploma or equivalent; undergraduate degree is preferred but not required
- 2-5+ years of experience in an office environment
- Background in at least one of these areas: project estimating, accounting, compliance
- Experience in the Highway Heavy Construction industry is a strong plus
- Excellent interpersonal, team building and communication skills.
- Attention to detail to ensure a high degree of accuracy
- Proficient with Microsoft Word and Excel
- Available to work from main office or branch location(s).

Required Values:

- **Pride** - our work reflects our immense pride in our company's history and leadership position in our industry.
- **Humble** – we admit when we're wrong and strive for continuous improvement.
- **Professional** – we carry ourselves with a professional attitude and appearance because it's a reflection of the company.
- **Dependable** – what I do matters. We answer our customers' calls no matter the circumstances.
- **Problem-solver** – we find solutions to the problems thrown in our direction.