



JobsUSITT

# management

## **Project Manager**

**iWeiss**

**Fariview, New Jersey**

### **Job Description**

iWeiss is looking for an individual with personality who will be charged with seeing projects and custom sales from bidding and conception through the final installation. This person will work closely with clients and staff with the goal of seeing that work is integrated, well managed, tracked and profitable.

They will oversee submittal drawings, scheduling, and purchase orders. Coordinate with all trades, manufacturers, and end-users. Most important will be to preserve the high standard of excellence in materials, workmanship and customer service that we have worked hard to develop.

### **Desired Skills & Experience**

- Technical knowledge and field experience is a pre-requisite.
- Working knowledge of Microsoft Office, AutoCAD.
- Ability to manage time and multiple projects efficiently
- Strong communication skills, both verbal and written

Email your resume with salary requirements to: [jennifert@iweiss.com](mailto:jennifert@iweiss.com)



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