



## PROJECT MANAGER JOB DESCRIPTION

Morrow-Meadows Corporation is accepting applications for full-time Project Managers for its Electrical Division.

### *Responsibilities:*

- Final accountability for all administrative duties on assigned projects
- Follow up with customer on payment status and collections
- Prepare project budgets and breakdown labor task codes for internal tracking
- Interface with customer and office on major administrative issues
- Prepare and negotiate change orders
- Prepare and review monthly job projections
- Prepare RFIs and track/document responses
- Prepare and track product submittals
- Direct the purchasing of major buyout items and subcontractors
- Attend jobsite meetings as required and walk with foreman a minimum of once a week
- Establish, track, and maintain project schedule and negotiate issues and conflicts
- Assist foreman with methods and materials

### *Requirements:*

- Minimum of 5 years' experience in managing the administrative requirements of electrical projects
- Strong technical understanding of materials and methods used in the installation of electrical projects
- A good attitude and the ability to work in a team environment
- Good communication skills
- Dependable
- Customer focused
- Strong organizational skills
- Ability/willingness to drive long distances as required (Southern California)
- Field experience (not required, but added benefit)
- Good computer skills, proficient at Microsoft Office

### *Benefits:*

Attracting and keeping the most talented people in the industry is a key to the stability and success of our corporation. Morrow-Meadows Corporation has structured our benefits package to ensure our employees are well compensated for their time and effort. Listed below are some key benefits all employees enjoy:

- Three Medical Benefit Options
  - HMO – Health Maintenance Organization
  - POS – Open Access Managed Care
  - HSA – Healthcare Savings Account
- Dental Insurance
- Basic Life Insurance and Accidental Death & Dismemberment
- Wellness Program
- 401 (k) Plan with employer matching contribution up to \$5,000 per employee annually
- Flexible Spending Account
- Long Term Disability Insurance
- Eight paid Holidays plus your birthday
- Paid Vacation
- A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
- The compensation package will be commensurate to the experience and requirements of the position

**Office/Location:**

231 Benton Court  
City of Industry, CA 91789  
909-598-7700

**Contact information:**

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