



Job Title:	Project Manager	Reports to:	President
Department:	Project Management	Supervises:	n/a
Location:	New London, MN	Exempt/Non-Exempt:	Exempt
% Travel Required:	Up to 25%	Full-time/Part-time:	Full-time

Job Description

Overview: Project Managers are the point person for all projects at Dahmes Stainless from the time they are sold through final billing. They coordinate all activities related to the project, including design & engineering, drafting, manufacturing, purchasing, and installation to ensure a quality project delivered on time and on budget.

Responsibilities (including but not limited to):

- Delivering to the customer commitments made in the proposal
- Maintaining communication with the client and DSI stakeholders
- Creating and maintaining the project schedule
- Schedule engineering and CAD tasks
- Coordinating design review meetings
- Facilitating buyouts and material procurement for field and fabrication materials, devices, and equipment
- Inspecting fabricated items for quality and accuracy
- Scheduling field crew and determining manpower requirements
- Conducting Installation inspections for quality and accuracy
- Controlling expenditures within limitations of project budget
- Working with accounts receivable to invoice in accordance with payment milestones
- Facilitating project commissioning
- Preparing operating and user manuals upon project completion
- Overseeing and correcting any unsafe work activities on-site, at the office, or in the shop

Understand and support Dahmes' Core Values and Core Purpose:

- **Authentic:** We know who we are and we own it. We build and sustain our company and relationships by being honest.
- **Pioneering:** We take risks to create forward looking solutions. We thrive on tackling new challenges and achieving the best possible outcomes.
- **Committed:** We shake hands and keep our word. We deliver on our promises and don't take short-cuts along the way.

Requirements:

- Able to organize & execute large complex tasks
- Basic SolidWorks skills
- Proficient in Microsoft office suite
- Strong organizational, customer service, and interpersonal skills
- Critical path scheduling & use of gantt charts

Preferred Competency/Experience/Education:

- Bachelors degree in related field, which may include Computer Science, Business, or Engineering, preferred.
- At least three years of related experience preferred.
- PMP and/or comparable project management certifications highly desirable.

- Hardworking
- Self-starter
- Knowledge of sanitary construction requirements
- Detail oriented

Travel Required:

- Up to 25% Travel is required (roughly 25% travel schedule)