

# JOB DESCRIPTION

**JOB TITLE** Project Manager (Duluth, MN)

**REPORTS TO** Senior Project Manager

## JOB OVERVIEW

The primary role of this position is to support our electrical, industrial controls and sales divisions by managing projects that fit Wescom and our goal of Energizing America. As a Project Manager, you will serve as the primary point of contact for managing projects within our organization, while collaborating with other team members. This position is responsible for management and oversight of projects from initiation to closeout, and requires limited travel to visit project locations, meet with clients and Wescom crews, and monitor progress of ongoing projects. All employees must act with urgency, accountability, and flexibility to ensure Wescom's core values are always followed.

### RESPONSIBILITIES AND DUTIES

- Thoroughly understand the scope and complexity of work for each project and ensure successful execution of the project.
- Attend pre-bid meetings and job walk-throughs.
- Manage and assist with procurement of material for upcoming projects.
- Develop schedules for current and upcoming projects to ensure that the work will be completed per the proposed or required timeline.
- Work with current and potential suppliers/vendors to ensure competitive pricing.
- Travel to remote project sites as required.
- Measure and report on project performance.
- May assist in research of upcoming and current bids that align with Wescom's services and capabilities.
- May assist in review, and evaluation of bids prior to customer submission.
- Be an active safety role model and follow all safety requirements.
- Live Wescom core values of Building Customers for Life, Serving with Integrity, Empowering People and Creating Opportunities.



## QUALIFICATIONS

- Experience in Electrical and/or industrial Project Management
- Knowledge of the NEC and familiarity with electrical installation equipment and procedures
- Ability to read and understand electrical drawings and schematics.
- Strong computer skills and proficiency with Microsoft Suite.
- Ability to maintain organization of project files and documentation.
- Excellent communication and interpersonal skills.
- Ability to effectively prioritize tasks and meet deadlines.
- Industry knowledge in electrical, mechanical and automation/instrumentation
- Ability to perform work and provide a professional solution under tight deadlines.
- Ability to take the lead on projects while instilling a team environment.
- High school diploma.
- Live Wescom core values of Building Customers for Life, Serving with Integrity, Empowering People and Creating Opportunities.

## SALARY

\$70,000 + Commensurate with experience

## HOURS

Expect Monday – Friday, 40 to 50 hours a week

## CAREER PATH

The Project Manager reports to the Senior Project Manager. There are several career paths available to the right individual within the project management team and including other leadership positions such as asset manager, operations manager, safety director, or like positions that are open. Wescom believes in people and creating opportunities for the right person.

