

Project Manager - Steel Fabrication

The Lynch Company – Portland, OR

Job description

Position Summary

The Lynch Company Inc. has been serving our customers excellence in steel fabrication for over 100 years. We are now seeking a Project Manager at our Portland, OR facility. This position is primarily responsible for managing fabrication and install projects, entering orders for production, and communicating customers' needs to the production team to ensure successful execution of projects. The Lynch Company is a dynamic, friendly work environment that is open to the exchange of new ideas.

Duties and Responsibilities (to include, but not limited to):

- Perform estimating for incoming RFP's for sheet metal and structural steel fabrication and field installation/erection.
- Ability to read drawings and perform take-off requirements from design prints. Write Scope Letters, prepare Budgets, and maintain documentation as it relates to each project.
- Follow up on all quotes – clarifying questions and working towards closing the sale.
- Enter new jobs into our software system and release to production.
- Purchasing of any long lead or specialty items for each project.
- Manage projects through production and field installation – ordering rentals and specialty items as needed.
- Perform continuous cost analysis to ensure projects stay on budget.
- Attend weekly production meetings.
- Review job costing at the end of project, correcting errors, and learning from the project to improve efficiency on future jobs.
- Pursue potential new project prospects and generate new relationships.
- Lead in contract/job setup with customer including change orders and scheduling.

Qualifications:

- Experience in Construction, Steel Fabrication, and Project Management
- Knowledge of steel fabrication Materials and methods.
- Strong Customer Service focus. Attention to detail.
- Proficiency with Microsoft Office applications (Word, Excel, Outlook, etc.).

- Ability to use technology, computers, phones, laptop, and ability to work independently under general supervision.
- Excellent written and verbal communication skills. Follow through skills. Being present in an office environment. Able to travel to local jobsite as needed and interact with onsite customer and install crews. This is not a work from home job.
- Poses a Driver's License and ability to pass a back ground check for some job requirements.
- Ability to perform a job walk if needed to better understand customer request pricing. Possibility of having to use Stairs or Ladders and traverse uneven terrains.

The ideal candidate will have experience in fabrication estimating and/or the construction industry. Related work experience required or college degree, preferably Construction Engineering Management, Mechanical/Manufacturing Engineering, or Business Administration. Work experience is also a consideration for ability to succeed in this role.

Job Type: Full-time

Pay: \$80,000.00 - \$95,000.00 per year depending on Experience

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Paid time off

Schedule:

- Normal Business Hours Monday to Friday

Experience:

- Project management: 5 years (Required)
- Microsoft Excel: 1 year (Required)
- Construction estimating: 3 years (Required)
- Steel Fabrication related work: 3 years (Required)
- Willingness to travel (local) about 35% of the time. Jobsite visits and meet with customer.

Work Location: In person in an office setting and ability to walk through a fabrication facility.