Acoustics & Specialties (A&S) is currently seeking a Project Manager & Estimator.

Founded in 1939, Acoustics & Specialties, LLC is a commercial wall and ceiling specialty contractor which operates in the greater Memphis area including west Tennessee, north Mississippi and east Arkansas. The company is a small business enterprise and Equal Opportunity Employer who is seeking a Project Manager & Estimator.

The Project Manager & Estimator for A&S will handle all activities related to A&S's drywall (interior and exterior metal stud framing, wall insulation, board hanging and board finishing), acoustical ceilings and walls, and raised access/computer flooring related projects.

The project manager & estimator is responsible for leading the company’s efforts during the estimating, pre-construction, construction, and close-out phases for his or her portfolio of projects. He or she will be responsible for working closely with others internally and externally to successfully carry out our objectives.

Responsibilities include:

- Generating new and cultivating existing customer relationships
- Assisting with design development, value engineering and other pre-construction activities for proposed projects
- Generating estimates, budgets, and schedules for bidding projects and providing quotations to customers
- Identifying potential value engineering opportunities related to construction design and/or material use to minimize project costs and maximize profit
- Procuring materials and coordinating deliveries to job sites
- Coordinating with field superintendents and foremen to effectively staff projects and supply materials and equipment to job sites
- Attending job site meetings and serving as a liaison between A&S and our customers
- Proactively identifying potential challenges related to schedules, means and methods, coordination, sequencing, etc. and devising appropriate courses of action
- Pricing, negotiating and tracking change order requests, RFIs and other changes in contract scope
- Processing monthly invoices and taking responsibility for collections of receivables
- Internal reporting of projects’ status, production rates, budget vs. actual, and other analytics
- Representing A&S in a professional, ethical manner at all times
- Promoting a team approach and actively participating in A&S’s continuous improvement philosophy
- Meeting high expectations and providing a “whatever it takes” approach to achieving A&S’s goals of market share, profitability, customer satisfaction, safety and a positive & balanced working environment

Compensation

Compensation structure is negotiable dependent upon candidates needs, desires and experience. Flexible schedule coupled with an expectation of responsibility, accountability and professionalism is offered. Health insurance is provided for salaried employees.

Desired Skills and Experience

- “Whatever it takes” mentality, high degree of responsibility, willingness to be held accountable
- Reliable and dependable work ethic with ability to successfully balance personal and work schedules
- Positive, outgoing attitude
- Project management experience in the construction industry is desired but not required. Ideal candidate is experienced with commercial interior construction
- Proven track record to work independently with minimal supervision balanced with the ability to know when to request assistance and input from supervisors
- Very strong communication skills including written and verbal. Ability to raise issues, troubleshoot problems and successfully resolve such with customers in a profession manner
- Committed to excellence, loyal and trustworthy
- Good business judgment and strong common sense balanced with an ability to understand highly technical and detailed information related to products and means and methods of construction
• Attentiveness to detail, commitment to follow-through, and a sense of urgency with completing assigned tasks
• Above average computer skills
• Appropriate sales skills necessary to cultivate and build long term customer relationships
• Ability to read and interpret construction plans
• Ability to work independently and perform well under pressure and tight deadlines
• Ability to work harmoniously with co-workers and effectively collaborate with different personality types in order to achieve common goals

To Apply

To apply for this position please email the owner (willamroark@acoustics-inc.com) with your resume, cover letter, and references. Drug testing and extensive background check is a pre-requisite for hiring. All correspondence will be held in strict confidence.