



Date: April, 2014  
Position: Assistant Sales/Project Manager  
Reports To: Branch Managers

#### POSITION SUMMARY:

As a member of the Branch Team, you will be learning key processes while assisting the Branch Manager/Operations personnel with the following duties and responsibilities; implementing marketing initiatives, initiating sales calls and opportunities, performing takeoffs (from blueprints and existing structures), developing estimates and client proposals, administering contracts, developing project schedules, supervising projects and ensuring quality control. In addition, you will be required to prepare customer billings and assist in collection efforts as necessary. This will all be done while developing and maintaining relationships with our customers – architects, engineers, owners, and general contractors. Your training progress will be monitored by your Branch Manager with regular review sessions to ensure your understanding of Western's Best Practices. This position will split time between the two branch offices located in Ridgefield, New Jersey.

#### TASKS:

Assist the Branch Manager/Operations personnel with the following tasks;

- Follow training plan designed by branch management.
- Develop opportunities to initiate the sale of Western's services in concrete/masonry restoration, waterproofing, etc.
- Assist with the implementation of the branch marketing goals and action plans as a means to educate new and existing customers about the services we provide.
- Develop and maintain relationships with both current and potential clients to market the services provided by Western and increase customer base.
- Provide customer support from start to finish of all projects and maintain contact with customers during and after completion of projects.
- Accurately estimate and price all work to maximize volume and profitability.
- Prepare client proposal and follow up to close the sale.
- Monitor and supervise the deployment of all projects to ensure the achievement of quality and timely execution of projects.
- Interact with Superintendent and Foreman to ensure customer/contact requirements and timelines are met.
- Document, coordinate and communicate any project change orders to field and customer.
- Ensure customer job files are maintained and complete.
- Assist in the training and development of sales and field personnel to enhance the quality of company personnel.
- Ensure the accurate and timely billings and assist in collection efforts as required.

- Maintain a high level of technical expertise by participating in appropriate seminars and training programs.
- Contribute to operating effectiveness by developing internal and external branch relationships.
- Join and participate in industry related organizations to increase networking capabilities and develop new relationships and opportunities for work.
- Must be willing to relocate within 3 years.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Bachelor degree in Construction Management or related field is a plus.
- Experience in Sales and/or Production with Specialty Contractor or General Contractor is a plus.
- Ability to read and interpret drawings, blueprints and specifications
- Knowledge of the construction industry is beneficial