



Project Manager

Department: CustomWorks
Reports to: Head of Operations
Location: Any; remote ok depending on candidate
Experience: 3 to 5 years
Job Type: Full Time (exempt)
Education: High school diploma required; College degree preferred

The Project Manager is an integral part of the CustomWorks team. You will be directly working with the CustomWorks Sales Manager, and together, you will be responsible for qualifying, quantifying, and successfully executing opportunities to provide Tournesol engineering services toward the creation of Tournesol-manufactured solutions for specific and unique landscaping projects. Together, your roles will work directly with the customer to ensure successful project outcomes.

You will be specifically responsible for scope management, which will include reviewing the scope of the project from the construction plans and drawings and confirming cost estimates with the estimating team. Once an order is received, you are responsible for accounting throughout fulfillment of the order and ensuring that the Engineering and Production teams fully understand the requirements of the order. You will also be responsible for the maintenance and storage of project documentation.

More than anything else, you will take responsibility for giving our Tournesol team the best possible opportunity to successfully execute the project to the customer's satisfaction. You will need to have experience in a construction or design environment, be extremely organized and detail oriented, and be comfortable with architectural drawings and spreadsheets. This is a full-time position. Some occasional travel to other facilities may be required.

Essential Duties and Responsibilities

- Ensuring orders are complete, correct, and current at all times
- Ensuring that each Project is appropriately priced for the nature, difficulty, and quantity of work and materials.
- Extensive use of Salesforce, Monday.com, SharePoint, Excel, and Bluebeam Revu
- Exceptional documentation and organization for clear and easy access and understanding by all project stakeholders
- Cooperating with the Project Engineering team to ensure design submittals are on-scope

Important Skills and Abilities

- 3 to 5 years of experience in project management
- Experience in the construction or design industry
- A real desire to learn and understand our market
- Good interpersonal, communication and phone/email skills, as well as a passion for helping customers
- Great organizational skills – we work on many projects & orders at the same time. You'll be expected to keep them all current.
- Great attention for detail and ability to distinguish the repercussions of small decisions
- You should enjoy a fast-paced and diversified working environment

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Other responsibilities may be required at various times during your employment.

Physical demands

This role requires regular sustained computer use, with regular phone and/or video conferencing.

Tournesol Siteworks, LLC

2930 Faber Street, Union City, CA 94587
P: 800.542.2282 | F: 510.471.6243
www.tournesol.com



I understand and accept the roles and responsibilities of the position above:

Signature: _____
Date: _____

Manager: _____
Date: _____

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