

POSITION: Division Manager

PRIMARY LOCATION: Rolling Meadows, Illinois

The Division Manager is responsible for managing fire alarm projects at various stages of construction, from preplanning, design, to closeout. The Division Manager will work in conjunction with company Electricians/Technicians, Division Manager Assistants, Warehouse, Safety, and other departments to ensure success on projects under their responsibility. The Division Manager is responsible for the financial outcome of each project as well as the profitability of their financial division.

PROFESSIONAL RESPONSIBILITIES:

- Must be able to generate new work/new customers/opportunities.
- Meet with customers (both end user and contractors) to determine scope of work.
- Design/estimate projects according to layouts provided by architecture /engineering firms as well as scope received from end user clients.
- Generate work orders/job numbers with financial breakdowns into company accounting software based on accepted proposals.
- Prepare submittals for engineer and/or AHJ review.
- Work closely with Division Manager Assistants to invoice projects on a timely basis.
- Work closely with Project Engineers/CAD Dept. to prepare documentation for field technicians.
- Monitor changes in scope of work; communicate changes to field technicians; advise client of financial impact to the project.
- Opening Purchase Orders, for Ordering of materials.
- Opening Subcontracts, to coordinate with subcontractors, if necessary.
- Work with Field labor/warehouse personnel to coordinate deliveries of materials & equipment.
- Work with safety department to ensure a safe working environment for field technicians.
- Coordinate with Division Manager Assistants to collect overdue invoices/billing.
- Coordinate with Division Manager Assistants to finalize and close out work orders/job numbers in company accounting system.
- Coordinate with Project Engineers/CAD Dept. to prepare closeout documentation upon completion of project.
- Comfortable with budgets, manhour tracking and financial planning, including monthly projections of overall project costs on a monthly basis, as well as in-depth audit preparation on a quarterly basis, during the life of a project.

REQUIRED SKILLS AND EXPERIENCE:

- Shall have at least 5 years of project management experience in fire alarm construction.
- Excellent verbal, written, organizational skills, and ability to interface directly with end users and other project managers, architects, engineers, and similar personnel.
- Must possess strong interpersonal skills.
- Ability to work independently or with specialized teams.
- Ability and willingness to manage numerous projects concurrently in a fast paced, detail-oriented environment.
- Proficient in Microsoft Office software (Word, Excel, Outlook)
- NICET Certification in fire alarm preferred, but not required.