Hi Donna,

Here is the info for the Project Manager position:

**Job Description**

Objectives: Responsible to take a project from a takeoff and quote to final delivery/installation.

Duties:
1. Produce submittal documents after receipt of an order. Work closely with the customer to ensure prompt submittal approval.
   - Drafting of shop drawings.
   - Obtain submittal documents from suppliers.
   - Work with outside engineering firms when required to provide project engineering.
   - Follow up with customers through the process until approved.

2. Produce supplementary drawings to aid the production of standard and non-standard products.

3. Download plans and complete takeoffs of potential projects including developing quotes for projects.

4. Follow up with customers on project bids.

5. Assist production manager with scheduling and inventory control.

6. Assist Quality Assurance manager with certifications and plant certification requirements, including obtaining certifications to become a qualified QA backup.

7. Assist dispatcher with ways to deliver project deliveries on time and efficiently.

8. Customer (and job site) visits and interaction as needed to provide solutions.

9. Work closely with the company sales/marketing team to promote the company and its entire product line, including tradeshow representation and attendance.

10. Responsible for following all company safety rules and policies. Assist Safety supervisor to develop engineered solutions if and when required.

11. Maintain an organized work environment.

12. Always project a positive attitude and professional image to all employees, management, customers, and the community.

Wieser Concrete Products, Inc. is an equal opportunity employer and offers:

- Competitive Wage
- Holiday Pay
- 401(K) w/Employer match to 50%
- Profit-Sharing
- Uniforms
- Health & Life insurance

Location: 4419 Wagon Wheel Road, Roxana, IL 62084

Job Type: Full-time
Pay: $60,000.00 - $75,000.00 per year

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Click on the YouTube icon to check out our Precast Days event coming this fall.

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From: Drew Wieser <dreww@wieserconcrete.com>
Sent: Friday, September 4, 2020 9:09 AM
To: CEO <CEO@siba-agc.org>; Travis Wieser <travisw@wieserconcrete.com>
Subject: RE: Nightly Project Updates - August 31, 2020

Great!
Travis can you send Donna the info for our Project Manager position so she can get it posted?
Thanks!
Drew

From: CEO <CEO@siba-agc.org>
Sent: Friday, September 04, 2020 9:08 AM
To: Drew Wieser <dreww@wieserconcrete.com>
Subject: RE: Nightly Project Updates - August 31, 2020

We have a bulletin board on our home page www.siba-agc.org. Email me the information and I would be happy to post it.

From: Drew Wieser <dreww@wieserconcrete.com>
Sent: Friday, September 4, 2020 9:07 AM
To: CEO <CEO@siba-agc.org>
Subject: RE: Nightly Project Updates - August 31, 2020

Hi Donna,
We are looking for a project manager and I feel like in the past we could have you post those types of things in the nightly email. Is that still the case or is there another way we can get our ad through SIBA?
Thanks!

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Below is a link to the SIBA Nightly Update for August 31, 2020. Please call with any questions.

SIBA Nightly Update

Donna Richter
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Southern Illinois Builders Association
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