



THERMALNETICS
a member of **DAIKIN** group

POSITION: Project Manager
COMPANY: ThermalNetics, Inc.
LOCATION: Auburn Hills, MI
SALARY: Commensurate with experience

COMPANY INFORMATION:

ThermalNetics, LLC is a growth company that was founded in 1972. Our corporate focus is “creating more comfortable and healthy indoor environments by providing innovative HVAC solutions”. In striving to provide the most economical owning experience for the end-user, we provide equipment, parts, and services to ensure the air we breathe in our schools, hospitals, commercial buildings, etc. is something that will allow us all to live happier, healthier, and safer lives. We also do all we can to give people the chance to grow. Our employees enjoy working at a place that offers a small company environment with big company objectives. You’ll be challenged to innovate, encouraged to apply your knowledge, and be well-rewarded for results.

JOB DESCRIPTION:

Manages the resources to maximize customer satisfaction and improve productivity and profitability. Effectively recruits, develops, and retains employees. Ensures overall operational excellence and service growth.

MAIN JOB TASKS AND RESPONSIBILITIES:

- Support service coordinators with scheduling technicians.
- Supervise installation technicians.
- Coordinate training sessions with vendors, and train new employees
- Review work orders, pre-invoice reports, service invoices
- Handle Equipment and Material that come in for projects.
- Administer job site safety programs, monitor compliance with job site safety, safety training, safety documentation, auditing, and reporting.
- Supports sales through involvement in job quotation, estimation, and approval process.
- Establishes project timelines, meets with customers to communicate, and coordinate project schedule. Manages projects, assigns personnel, oversees ordering of equipment and material, and assures that proper customer signoffs are secured per corporate policy requirements.
- Customer facing status meetings.
- Weekly internal status meetings with billing objectives.

JOB REQUIREMENTS:

Knowledge: Associates degree or equivalent. Five (5)+ years’ industry experience, proficiency in Microsoft Office applications (Office 365: Word, Excel, PowerPoint, Outlook). HVAC technical/industry knowledge a must, field service software knowledge a plus.

Skills: Strong verbal and written communication skills, excellent customer service, attention to detail, strong organizational skills, advanced computer literacy, professional manner.

Abilities: Interact effectively as a member of a team and work collaboratively with others in a fast-paced environment, manage multiple tasks and work under pressure, flexible and willing to assist as needed.

CONTACT: Send resume and cover letters to: melissak@thermalnetics.com