

UNISORB, INC.

PROJECT MANAGER - JOB DESCRIPTION

Position Summary

A Unisorb Project Manager has a wide range of responsibilities. Including but not limited to, maintaining and developing sales, on-site technical support and training, product support and development, large and small group sales and technical presentations and managing multiple projects simultaneously. This position requires travel by both car and air, and some travel maybe on short notice.

Primary Duties and Responsibilities

The Project Manager is responsible for the following objectives set forth in the established business plan and overall company programs and directives:

Performance/Administrative

- Service existing accounts, obtain orders, and establishes new accounts.
- Establish goodwill working relationships with customer base to provide proven solution.
- Develop applications solutions for OEMs to integrate Unisorb products, systems and procedures.
- Direct, supervise and recruit distributors to accomplish sales goals and objectives.
- Direct, supervise and support construction/installation crews.
- Keep management informed by submitting various reports and plans.
- Resolve customer issues by investigating problems, developing solutions, preparing reports and making recommendations to management.
- Monitor competition by gathering current marketplace information on pricing, products, delivery schedules, new developments and merchandising techniques.

Technical/Working Conditions

- Develop superior product knowledge on a wide range of products, procedures, services and systems.
- Provide on-site technical support for the installation of Unisorb products and services.
- Works out of his home and will travel to support customers and develop business.
- Will be required to work in wide range of conditions, some situations will require a well-dressed professional in a suit, and some environments require hard hats, steel toed boots, etc..
- Some project sites are very physically demanding.
- Must possess the ability to work and be productive in a wide range of conditions and situations.
- A Project Manager's schedule is very fluid in nature. A Project Manager must be very flexible and be able to adapt quickly to changing schedules and priorities.

Qualifications/Education/Experience

- College bachelor's degree preferred.
- 2 to 3 years in one or more; Construction mgmt., manufacturing mgmt., outside sales.

Proficiency in the use of:

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| <ul style="list-style-type: none">▪ Windows 7▪ MS Office (Outlook, Word, Excel and Power Point.) | <ul style="list-style-type: none">▪ Contact Management (CRM)▪ Construction Documents (CAD/SW)▪ Proficient at internet navigation |
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Personal characteristics

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| <ul style="list-style-type: none">▪ Energetic Self-starter▪ Effectively communicate written and verbal.▪ Creativity/Innovation▪ Takes ownership of projects and actions. | <ul style="list-style-type: none">▪ Well organized and detailed oriented▪ Problem solver▪ Cost conscious▪ Highly motivated |
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The Project Manager reports to the Sr. Project Manager.

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