

UNISORB, INC.

PROJECT MANAGER - JOB DESCRIPTION

Summary and Objective

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:

Essential Functions

- Service existing accounts, obtain orders, and establish new accounts.
- Establish goodwill working relationship with customer base to provide proven solutions.
- Arrange meetings with potential customers and selling product offerings.
- Develop application 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 a home office and travel to support customers and develop business.
- Required to work in wide range of conditions, some situations will require a well-dressed professional in a suit, while others require PPE such as hard hat, steel toe boots, etc..
- Must possess the ability to work and be productive in a wide range of conditions and situations.
- 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.

Proficiencies and Personal Competencies:

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| ▪ Windows 7 | ▪ Construction Documents (CAD/SW) |
| ▪ MS Office365 | ▪ Problem solver |
| ▪ Contact Management (CRM) | ▪ Proficient at internet navigation |
| ▪ Energetic Self-starter | ▪ Well organized and detailed oriented |
| ▪ Detail communication, written and verbal. | ▪ Cost conscious |
| ▪ Creativity/Innovation | ▪ Highly motivated |
| ▪ Take ownership of projects and actions. | |