

## TRAVELING PROJECT MANAGER

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

### ROLE AND RESPONSIBILITIES

The Electrical Traveling Project Manager position is responsible for overall administration, planning, installation and reporting for small or larger more complex electrical construction projects. The traveling project manager may be assigned to travel anywhere in the U.S.

- Maintain and develop customer relationships to secure future business.
- Direct and supervise general foremen, foremen and their crews in a manner as to comply with the contracts executed by Hunt Electric Corporation, union agreements, and all policies and procedures.
- Manage assigned projects as economically as possible while recognizing commitment to quality workmanship, positive industry image and customer satisfaction.
- Prepare, process and maintain all files, correspondence, schedules, reports, and billing necessary to perform the responsibilities of the contract.
- Direct the planning of the project through purchasing, engineering, subletting and installation.
- When necessary, work with a team during the bidding process.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent required.
- At least 5 years of experience working as a project manager in the electrical industry.
- Knowledge of materials, methods, and the tools involved in the electrical industry.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and the coordination of manpower and resources.
- Develop specific goals and plans to prioritize, organize and accomplish required tasks.
- Effectively communicate verbally and in writing.
- Ability to understand the scope of the contract documents and the scope of the electrical work to be performed.
- Willingness and ability to train and educate assigned subordinates.
- Must be willing to travel 100% of the time to a project assigned nationally.

### PHYSICAL REQUIREMENTS

- This position operates at an industrial job site and is exposed to moving mechanical parts, vibration, and noise, possibly requiring closed toed shoes, as well as occasional use of a hard hat and eye protection.
- This position also operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.

- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 10 pounds.

#### **BENEFITS**

Hunt offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

**Apply online today at [www.huntelec.com](http://www.huntelec.com) or contact Megan Tragiai at (651) 643-6628!**

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities