

Eddie Edwards Signs, Inc.
560 Waterman Drive
Harrisonburg VA 22802
<http://eesigns.biz/>

Position Available: Project Planner and Estimator

About Eddie Edwards Signs, Inc.:

Eddie Edwards Signs Inc. is a custom design Sign Company established in the Shenandoah Valley since 1952. Built around a team environment, it prides itself on supporting their employees through safety and the ability to professionally grow and develop. Quality workmanship and customized manufacturing with exceptional service and professionalism is what continues to build customer loyalty and brand recognition.

Eddie Edwards Signs Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

About the role:

As the Project Planner and Estimator for Eddie Edwards Signs, you will be responsible for managing deadlines, classifying all project information (front and back end), maintaining and purchasing material lists, coordinating the successful execution of the master schedule, estimating and supporting the Operations Manager in successful project completion. You are detailed oriented and have the ability to organize and prioritize the needs of the company.

Your Responsibilities will include:

Detailed Record Keeping

- Utilize technology to organize and maintain accurate records from the beginning to the completion of each project
- Responsible for maintaining an accurate list of materials for each job
- Track down paperwork from coworkers to expedite the production process with correct information

Coordination

- Communicate effectively with production, sales associates, and management to maintain and efficiently expedite the project schedule
- Meet daily with staff to problem solve and anticipate changes to the schedule to maximize efficiency and completion

Estimating

- Collect historical cost data to estimate costs for current or future products
- Consult with clients, vendors, personnel in other departments or installation supervisors to discuss and formulate estimates and resolve issues
- Prepare estimates including labor, time and materials used by management for planning, organizing, and scheduling work

We are looking for someone who is...

- **Organized:** You are a systems person and enjoy keeping detailed records that allow you to have great follow through to maintain a project schedule with all materials accounted for.
- **A Great Communicator:** You can effectively communicate with vendors, customers, employees, and leadership with great verbal and written skills. Your notes are legible and you can efficiently get information where it needs to go.
- **Dependable & Accountable:** You are accessible and accountable to get the job done. Doing your job with a sense of urgency and high regard for honesty, integrity and responsibility.

You will know if you are right for the job if you have...

- A High Attention for details and exceptionally organized with the ability to problem solve, organize, and maintain accurate and up to date records.
- A Strong Initiative and Drive to exceed expectations and meet deadlines
- Highly Proficient in Microsoft Excel

Compensation

- Full-time position: Pay based on Experience
- Valid Driving License & good driving record required
- Benefits included: Health and Life Insurance, Retirement Savings Plan
- Paid Holidays and Vacation

How to Apply...

Complete an application on our website at <http://eesigns.biz/now-hiring/>

And submit your resume and cover letter to Amy Raines at araines@eesigns.biz