

Eddie Edwards Signs, Inc.
560 Waterman Drive
Harrisonburg VA 22802
www.eesigns.biz

Position Available: Project Sales Manager

About Eddie Edwards Signs Inc.:

Eddie Edwards Signs Inc. is a custom design sign company established in the Shenandoah Valley in 1952. Built around a team environment, we pride ourselves on supporting our employees through safety and the ability to professionally grow and develop. We believe 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.

Your Role at EES:

We are looking for an individual who takes initiative to develop business opportunities, organize, plan, & execute major signage projects, while remaining attentive to customer needs and deadlines. You will be responsible for successful business sales and project planning. This position requires a self-starter with preferably at least one year of successful sales experience with proven results and a background in project management and budgeting. After the initial training period, the successful candidate will be based in our sales office in Harrisonburg, VA.

Responsibilities:

- ❖ Establish Customer Relationships: through networking & meeting face to face with potential clients and vendors/stakeholders.
- ❖ Project Planning: Developing project scope/objective, achieve set deadlines for projects that are within established scope/objective & budget, and measure project performance using in-house systems.
- ❖ Ensure resource availability and allocation.
- ❖ Report and escalate to management as needed

- ❖ Perform risk management to minimize project risks
- ❖ Organize: Create/Maintain comprehensive project documentation for design and manufacturing teams and upkeep of records of all clients to ensure proper follow up and flow of information is relayed to other departments in our organization.
- ❖ Communication: Effectively communicate with EES management regarding daily/weekly progress, as well as, design & manufacturing departments, to ensure client's needs are met while exceeding expectations, and continue relationships thorough regular follow-ups to ensure future business.

Requirements:

- ❖ Experience as a salesperson and/or project manager.
- ❖ Solid technical background in construction and/or manufacturing field, or experience in business or similar field.
- ❖ Construction and/or manufacturing knowledge or experience.
- ❖ Exceptional interpersonal and verbal communication skills
- ❖ High attention to details with excellent multi-tasking abilities
- ❖ Solid organizational skills.
- ❖ Strong working knowledge of Microsoft Office and Google Docs.
- ❖ Background in business, management, budgeting, and analysis.
- ❖ Thrive when planning projects and working with production teams.
- ❖ Strong initiative and drive to exceed expectations.
- ❖ Valid Virginia's Driver's License.

Compensation:

- ❖ Competitive base salary plus commission.
- ❖ Benefits include: Health & Life Insurance and Retirement Savings Plan (401K)
- ❖ Paid Holidays and Vacation

How To Apply:

Complete an application online at www.eesigns.biz/now-hiring

Submit your resume and cover letters to Amy Raines: araines@eesigns.biz