



## **Excellent career opportunity for PROJECT MANAGER**

Shelter Products, Inc. is one of the largest multi-family construction suppliers in the U.S. with over \$450 million in sales annually. We have an exciting opportunity for a motivated Project Manager to join our team in Osseo, Minnesota. This individual will be the primary interface between the customer and the sales team, managing projects from launch to completion.

### **Successful Candidates:**

- Lumber and building materials knowledge preferred
- Knowledge of the construction process helpful
- Be an effective problem solver ensuring that resolution to an issue takes into consideration all areas affected
- Proven experience effectively organizing shifting priorities and working within time-sensitive deadlines with a sense of urgency. Ability to keep up with requirements under pressure.
- Ability to learn, understand and implement appropriate prioritization of tasks. Asks relevant questions regarding priorities and focuses on the most important to management's objectives vs. non-value-added activities.
- Positive, proactive, and energetic
- Learns quickly and uses successes and failures to improve
- Professionalism - works well on a team and has strong business ethics
- Advanced level in Microsoft Word, Excel, and Outlook. Strong aptitude for learning proprietary software and building on other software skills
- Ten key proficiency
- Strong math skills, including measurement calculation, math problem-solving, and analytical ability
- Must be capable of working independently and as part of a team
- Strong follow-up skills
- Excellent customer service skills
- Detail orientated
- Must be able to assert oneself in an effective manner

### **Benefits**

- Health insurance
- Health savings account
- Dental insurance

- Vision insurance
- Paid time off
- Discretionary Bonus
- 401(k) Plan with Company stock option
- Life insurance
- Flexible spending account

For a comprehensive look at our employee-owned company, please view our website at [www.shelter-products.com](http://www.shelter-products.com).

Please send your resume to Tammy Hooper, HR Director, at [thooper@shelter-products.com](mailto:thooper@shelter-products.com).