



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

Shelter Products, Inc. is one of the largest multi-family construction suppliers in the U.S., with over \$550 million in sales annually. We have an exciting opportunity for a motivated Project Manager to join our team in Loveland, Colorado. This individual will be the primary point of contact 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
- \$50,000 - \$75,000 DOE

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).