

Southwest Solutions Group

Job Description for: PROJECT PLANNER/DESIGNER

Supervisor: Project Planning Manager

JOB RESPONSIBILITIES
Receive new project information from sales reps via g-manage, including rough layout, design form, specifications, etc.
Discuss project scope and specifications with sales reps to clarify design plan and expectations and explore alternates.
Generate Configura, 2D- and/or AutoCAD drawings with plan view and 3D rendering based on architect provided or sales rep provided dimensions and requirements.
Generate project costs based on materials costs, installation estimates and freight estimates (to include customer designs as well as standard designs, modifications, relocations and subcontractor costs)
Generate customer proposals with accurate and understandable detail.
Provide guidance to sales reps regarding possible system incompatibilities to reduce errors.
Maintain and update current and past knowledge base for all product lines, including surcharges and discounts.
Maintain current and correct contract database (GSA, TMXAS, SYSTEC, NJPA, other state contracts)
Research previous projects for expansion possibilities
Update estimating tools to reflect more accurate and/or current practices and costs.
Provide support to sales reps in a timely and accurate fashion for their optimal productivity and profitability.
Language Skills: Read, analyze and interpret general technical specifications and procedures for equipment and contracts from architectural firms and government entities. Write reports, business correspondence. Effectively present information and respond to questions from co-workers, end users and manufacturers.
Mathematical Skills: Apply concepts such as fractions, percentages, ratios and proportion to practical situations. Add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent. Calculate figures and amounts such as discounts, interest, commissions, proportion, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.
Reasoning Ability: Apply common sense understanding to carry out instructions furnished in written or oral form. Deal with problems involving several abstract and concrete variables in standardized situations. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Define problems, collect data, establish facts and draw valid conclusions.