



Phone 605-275-2025
Office 500 W Hanger Street - Sioux Falls, SD 57104
www.nelsonbaker.com

Job Description

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|-------------------------|---------------------------------|------------------------|-----------------------------|
| Job Title | Project Manager / Sales Support | Job Category | Exempt |
| Experience Level | 3-5 Years | Travel Required | Based on needs of business |
| Location | Sioux Falls, SD Office | Position Type | Full Time Salaried Position |
| Reports to | Stacy Nelson | Title | President |

COMPANY OVERVIEW

Nelson Baker Biotech has quickly established a reputation as one of the most innovative renewable industry design builders in the upper Midwest. Nelson Baker Biotech combines engineering expertise, a solid business background and practical field experience to provide its clients with true, value-added advice and craftsmanship. Nelson Baker Biotech recognizes the renewable energy and products industry as an exciting new market that includes clients of all sizes with varied needs. NBB's experience and flexible approach allows it to work with all types of clients and project requirements. Our focus in the renewable industry includes Ethanol, BioChemicals, BioPlastics, and BioMass. Of course, as this industry continues its rapid transformation, our goal is to guide our clients to the most efficient and cost-effective solutions in these constantly evolving markets.

At Nelson Baker Biotech we offer an excellent benefit package to all our regular full-time employees, including health, dental and vision insurance, 401(k) with company contributions, flexible spending accounts, paid time off, and the opportunity for personal and professional growth.

GENERAL DESCRIPTION

Project Manager: To plan, budget, oversee and document all aspects of each project Nelson Baker Biotech has contracted to complete with the owner. Work closely with clients and upper management to ensure each project is on schedule and within scope.

Sales Support is responsible for the development of a strong pipeline of new projects and customers. Sales Support shall assume responsibility and take commensurate authority, as delegated by management, for the performance of the following activities:

- Development of new prospects
- Indirect and direct customer contact such as visiting customer's sites, attending trade shows, etc., to increase sales
- Proposal development
- Identification and development of new channels for providing value to customers

PROJECT MANAGER ESSENTIAL DUTIES / RESPONSIBILITIES

Estimating

- Generate preliminary project schedule based on the estimated hours.
- Research and analyze maps, blueprints, photos, charts, and other data to plan projects.
- Find local area contacts and subcontractors near the project location.

Project Safety

- Obtain 30 hours of OSHA training.
- Work with all contractors and vendors to assist them in adhering to all OSHA rules and regulations.
- Review the Owner's site safety requirements and communicate that to the engineers and site supervisors.
- Identify safety concerns and review safety concerns with in-house Safety Manager

Project Organization

- Assist in organizing schedules and meetings.
- Assist in-house engineers with engineering studies and onsite construction.
- Locate qualified contractors and vendors for contract work.
- Follow established contract prequalification program.
- Estimate and present field change orders to Owner.

- Generate executed project schedule.
- Follow established processes for RFI's, submittals, and pay applications.
- Assist in establishing quality control requirements.
- Ensure construction sites have current construction documents.

Project Execution

- Lead weekly project meetings which will review safety, schedule, progress, and open issues.
- Assure that plans, specifications, codes and regulations are being observed and followed.
- Manage all submittals: evaluate drawings and specifications submitted by engineers and contractors with the ability to make any necessary corrections/changes.
- Build and update weekly the project schedules, ensuring that the proper methods and sequence of installation are followed.
- Communicate project priorities to field staff and subcontractors.
- Create and manage all the project close out documents from the punch list process through Owner acceptance.
- Attend all pre-construction bid meetings.
- Direct workflow consistent with the project schedule.
- Review and approve pay applications to the Owner.
- Ensure project quality control.
- Negotiate subcontract change orders, input and manage project budget, and ensure that the required documents are filed.
- Understand all subcontractors' scope of work to avoid unnecessary change orders.
- Identify problems early and act immediately to provide a solution.
- Oversee all subcontractors and vendors to verify that all work is completed according to contract specifications.
- Assist in site check out and startup of equipment.
- Verify accuracy of change orders issued by subcontractors.
- Ensure that all redline drawings are returned to the Engineer of Record.

SALES SUPPORT SKILLS / ESSENTIAL DUTIES / RESPONSIBILITIES

Desired Skills Include

- Ability to travel approximately 30% of the time.
- Strategic Thinker.

Development of sales opportunities

- Develop new client prospects while maintaining relationships with existing clients through direct and indirect contact.
- Maintain prospect and customer information through a customer relationship management (CRM) system.
- Manage all aspects, with the assistance of the Office Coordinator, of conference or trade show attendance (trade show booth, sponsorships, and entertainment for attendees). Attendance at three (3) conferences / trade shows annually.
- Represent Nelson Baker Biotech in a professional manner.
- Identification and development of new channels for providing value to customers.

Proposal development

- Collaborate with clients to fully understand the client's needs and offer alternative options.
- Utilize technical writing skills to work with clients to clearly define project scope including generating PFD and GAs.
- Assessment of project requirements to be able to provide all needed information to the engineering and estimating staff.
- Interface with the Nelson Baker Biotech team to develop proposals.



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BIOTECH

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KNOWLEDGE BASED SKILLS

- A bachelor's degree, or higher, in Engineering or Construction Management
- Previous exposure to the ethanol process
- Previous experience in bio processes
- Microsoft Office Products
- Adobe Acrobat Professional and Bluebeam
- Document Tracking Database
- Knowledge of CRM software
- Strong verbal, written and computer communication and technical skills
- Superior organizational skills and the ability to multi-task
- Ability to work independently with minimum instruction
- Ability to maintain accurate records