

## **SITE MANAGER**



**DEPARTMENT: Project Management**

**REPORTING TO: Director of Project Management**

### **DESCRIPTION**

S&H Systems is a single-source, full-service systems integration company – delivering dependable material handling systems, software, and post-sale support since 2002. The project management team is responsible for managing S&H client projects ensuring the installation of all systems are safely completed within budget and delivery deadlines.

We are seeking qualified candidates to oversee site operations on a day-to-day basis in consistently meeting S&H quality standards, client and S&H timeline expectations, and maintaining a good working relationship with the customer and their representatives. Successful candidates will understand and have experience in maintain a safe work site in accordance with OSHA, S&H, and our customer’s safety standards and requirements. Extensive travel is required for this position.

This position will manage site resources including an accurate set of red-lined drawings and communications with the customer and S&H project managers as well as S&H internal and installation teams. This person will assist with the construction permitting process including scheduling, inspections, delivering permit packages to the appropriate locations, obtaining permits once materials are ready for pick-up, and coordinate with inspectors, etc. This person will also work closing with the project manager providing site reports as well as ensuring that incoming loads are carefully inventoried, any errors properly communicated, and all involves and bills of lading/packing lists are sent in a timely manner to the accounting department.

### **BASIC QUALIFICATIONS**

- Three years’ experience managing installation projects and teams
- Knowledgeable in Managing Material Handling Equipment (MHE) and projects
- MS Office skills
- Familiarity with rules, regulations, best practices and performance standards

### **PREFERRED QUALIFICATIONS**

- College degree and or trade school equivalent certifications
- Five years+ experience managing installation projects and teams
- Mechanical and/or electrical experience with MHE a plus