

JOB DESCRIPTION	
Position Title: Project & Business Development Manager	Location: Honolulu, HI
Reports To: President	FLSA Status: Full-Time, Exempt
Schedule: Monday-Friday, 8:00 AM TO 4:30 PM	Date:

JOB SUMMARY:

The Project & Business Development Manager is under the direct supervision/apprenticeship of the president and assists him in the capture of business and subsequent execution of the work. Business capture includes marketing the company to new and existing customers. Resulting proposal requests require product design, engineering, styling, production planning, sourcing purchased parts and services, cost estimating/pricing and preparation of quotations and customer follow up. Under the direction of the president tasks may include assisting the production manager in support of fabricating products.

ESSENTIAL FUNCTIONS:

- Assist in the oversight of the Composite Production department which includes administrative tasks, performance management of shop personnel and engineering staff
- Assist with materials management for all projects under construction.
- Interface with production personnel to interpret, clarify, provide comprehension to tasks needing completion and manage personnel time, effort and efficiency
- Manage budgets for projects given which includes resource allocation, materials/supply and logistics
- Use computer-aided design software and other various programs to interpret and review shop, structural and conceptual drawings, and structural calculations for the construction of shop projects
- Interface with end customers and their architects, engineers, contractors, designers
- Interface with required regulatory functions such as building code, environmental, health and labor departments
- Interface with vendors, subcontractors, other 3rd party providers
- Interface with production department personnel
- Interface with administrative and accounting department to track project expenditures, budgets and purchasing
- Regular attendance is required for the position

OTHER FUNCTIONS:

- Assist in the development of marketing materials including web development and electronic and printed media
- Performs other duties as assigned

DESCRIPTION OF WORK ENVIRONMENT:

Work will be performed at Pier 24 at Honolulu Harbor. Work is both indoor and outdoor with possible exposure to inclement weather and varying temperatures. Typically, the noise and odor levels in the work environments are moderate.

EQUIPMENT, MACHINES, TOOL, VEHICLES USED:

Computer, CNC Router, Forklift, Truck, Hand Tools

PHYSICAL DEMANDS:

<i>Physical Demands</i>	<i>Not Applicable</i>	<i>Occasional 1-33%</i>	<i>Frequent 34-66%</i>	<i>Constant 67-100%</i>
<i>Pushing</i>				
< 25 lbs.		X		
25-50 lbs.		X		
50 lbs or more		X		
<i>Pulling</i>				
< 25 lbs.		X		
25-50 lbs.		X		
50 lbs or more		X		
<i>Lifting</i>				
< 25 lbs.		X		
25-50 lbs.		X		
50 lbs or more		X		
<i>Carrying</i>				
< 25 lbs.		X		
25-50 lbs.		X		
50 lbs or more		X		
<i>Sitting</i>			X	
<i>Standing</i>			X	
<i>Walking</i>			X	
<i>Running</i>	X			
<i>Stair Climbing</i>		X		
<i>Bending</i>		X		
<i>Crawling</i>		X		
<i>Squatting</i>		X		
<i>Kneeling</i>		X		
<i>Stooping</i>		X		
<i>Crouching</i>		X		
<i>Climbing</i>		X		
<i>Forward Reaching</i>		X		
<i>Twisting</i>		X		
<i>Side Bending</i>		X		
<i>Overhead Reach</i>		X		

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
<i>Grasping</i>		X		
<i>Handling</i>				X
<i>Finger Dexterity</i>				X
<i>Vision</i>				X
<i>Hearing</i>				X
<i>Eye-Hand-Foot Coordination</i>				X

COMMUNICATION DEMANDS:

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
<i>The position requires talking to co-workers</i>			X	
<i>The position requires talking to customers</i>			X	
<i>The position requires written communication to co-workers</i>		X		
<i>The position requires written communication to customers</i>			X	
<i>The position requires talking to outside trade persons/vendors</i>		X		
<i>The position requires written communication to outside trade persons/vendors</i>			X	
<i>The position requires talking on the telephone</i>		X		
<i>The position requires supervising others</i>		X		
<i>The position requires responding to written or verbal requests of co-workers</i>			X	
<i>The position requires responding to written or verbal requests of vendors</i>		X		
<i>The position requires training/giving verbal instructions</i>		X		
<i>The positions requires receiving verbal instructions</i>			X	
<i>The position requires receiving written instructions</i>		X		
<i>The position requires writing/composing written language</i>			X	

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
<i>The position requires reading</i>			X	
<i>The position requires visiting/working at different worksites</i>		X		

EDUCATION and EXPERIENCE:

- BS degree in Engineering preferred
- 4+ years of management experience and/or degree in Business Administration preferred
- FRP/Composite construction familiarity preferred
- Maritime experience in building, operating, maintaining or repairing boats and marine vessels preferred

SKILLS/TECHNICAL KNOWLEDGE:

- Auto CAD, Multisurf, Rhino 3D, or Solidworks preferred
- Microsoft Office familiarity required
- Comprehensive ability to work from plans, specifications, drawings and blueprints
- Able to produce shop drawings and sketches

OTHER REQUIREMENTS:

- Ability to multi-task, organize and prioritize to meet deadlines
- Must be flexible in work hours, on call as needed
- Verbal, written and interpersonal skills
- Good attitude; must be a team player
- Must show proof of work eligibility in the United States

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

SIGNATURES

Manager:	Date:	Human Resources:	Date:
<i>Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.</i>			
Employee:		Date:	