

Multi-Housing Depot is a wholesale distributor dedicated to the multi-housing industry, specializing in 8 different types of housing; including but not limited to conventional apartments, military housing, as well as student and senior housing. MHD is a distributor of kitchen & bath doors, cabinets, counter tops, appliances, windows, patio doors and closet organizers. MHD doesn't just bring the kitchen sink; we bring kitchens, from lights to flooring outfitting multi-housing communities across the nation with focus in the Mid-Atlantic. MHD is also the manufacturer and distributor of the cabinet brand, Acacia Cabinetworks.

Due to growth and expansion we are looking for a Project Manager with Kitchen and Bath experience.

- **Responsibilities:**
 - Create, revise and submit kitchen and bath design layouts/quotes from rough draft measurements or blue prints for multi-housing units.
 - Create project bid documents from architectural plans
 - Manage all facets of a projects, including but not limited to; Estimating, Document Preparation, Contract review, Order Placement, Contractor Communication, Problem Resolution.
 - Answer telephone; review, prioritize, respond, follow up and through via CRM, emails and voice mail.
- **Requirements:**
 - **Skills / Abilities:**
 - Strong time management and multi-tasking.
 - Strong verbal, written and telephone communication.
 - Ability to work in a fast paced environment while working on multiple opportunities/projects
 - Problem resolution
 - Highly Organized
 - Professional demeanor
 - Ability to work directly with office staff and field personnel
 - Accuracy and attention to detail
 - Project Management Experience REQUIRED
 - Knowledge of construction & installation process preferred
 - New Construction and Rehab
 - Understand measurement, designs and blue prints.
- **Must be proficient with:**
 - Microsoft Office – Outlook, Word, Excel
 - Outlook: Manage Calendar, send/receive email
 - Excel: can create formula's and pivot tables
 - 20/20 Technologies Design – 1+ year experience
 - Version 8.0 or newer
 - Adobe Acrobat
 - Experience with 2020, CRM, Crystal Reports and Prophet 21 preferred.
- **Education / Experience:**
 - 1+ yrs related experience or training or equivalent combination of education and experience.
 - Associates degree and/or CAD Certification preferred.

- We offer a competitive wage in addition to a comprehensive benefits package that includes:
- Section 125 Major medical, health, dental, prescription plan
- Flexible Spending Accounts
- 401K with match
- Company paid Life, LTD, AD&D Insurances
- Paid Time Off / Holidays
- Direct Deposit

As part of our post offer, pre-employment process, we require that the candidate agree to submit to drug & alcohol, references and background screenings.

Salary History Required