



JOB DESCRIPTION

Project Manager

Dunn Utility Products, a Byram, MS-based concrete pipe and precast producer, is seeking an experienced Project Manager. This position is in the Byram location and reports to the Sales Manager.

MAJOR RESPONSIBILITIES

- The primary job function will be to manage the flow of projects after the point of sale. This communication is typically between a combination of customers, production, and shipping.
- Handle overflow of submittal packages.
- Ensure customer satisfaction and help develop/refine the project management team process.

SPECIFIC DUTIES

- Work closely with customers to obtain a good priority list and delivery expectations.
- Convey our customers' needs to our production and shipping teams so that their schedules are met.
- Aid in doing overflow submittal packages to ensure the quick turnaround times we desire to offer.
- Cross-train and learn other tasks to grow as an individual and increase the strength of our team.

REQUIREMENTS

- Above-average computer skills.
- Proficiency in Microsoft Office, Excel, and Teams.
- AutoCAD/Inventor experience is not required but would be a plus.
- Experience reading civil site plans.
- Great communication skills and bright personality.
- Positive attitude and willingness to learn.



SUMMARY & APPLICATION

Dunn Utility Products offers competitive pay, health insurance, dental insurance, life insurance, paid vacation & holidays, and a 401k plan with a company match. Interested individuals can apply online at dunnutility.com/careers or call 601-487-2997.

“A high-performance team does not consist of people that wait to be told what to do. Nor does a high-performance team depend on one single leader for action. A high-performance team consists of members who lead themselves. “