



WE'RE HIRING

COMMERCIAL PROJECT MANAGER



Position Title: Commerical Project Manager

Job Type: Full Time | Monday-Friday | In-Office with Local Travel

WHY MDW:

Moeller Door & Window is seeking a highly organized and proactive Commercial Project Coordinator to support our growing commercial division. This role is critical in ensuring seamless project execution from contract to closeout. Moeller Door & Window is a family-owned business based in St. Henry, OH which has furnished, serviced, and installed exterior commercial and residential doors & windows for over 38 years. We are very proud of our commitment to customers and our reputation in the door and window industry.

JOB RESPONSIBILITIES:

- Assist in contract execution and maintain project documentation throughout the lifecycle.
- Collaborate with the commercial sales team to prepare and manage submittals and technical documentation.
- Develop and maintain project schedules, including fabrication schedules and jobsite installation timelines.
- Coordinate with internal teams, subcontractors, and clients to ensure on-time delivery.
- Represent Moeller Door & Window in job-site meetings, ensuring clear communication of project goals and updates.
- Support AIA billing setup and work closely with the accounting department to ensure accurate and timely billing.
- Manage project closeout documents, including warranties, O&M manuals, and compliance paperwork.

EXPERIENCE/CERTIFICATION REQUIRED:

- Previous experience in construction project coordination, commercial building materials, or a similar field preferred.
- Understanding of commercial construction processes, AIA billing, and project documentation.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Valid driver's license for job-site visits as needed.
- Associate's or Bachelor's degree in Construction Management, Business Administration, or related field preferred

SALARY/BENEFITS:

- Competitive health, dental, and vision insurance, or health insurance reimbursement
- Disability and life insurance coverage
- Company matched 401(k) plan
- Supportive and collaborative team environment
- Hands-on experience with real projects that make a visible impact
- Provided uniforms/apparel
- Mileage reimbursement or company vehicle

CLICK HERE TO APPLY

