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## Field Sales Project Manager

### Description

Field Sales combines Business Development, Sales and Project Management together in one role. Develop client opportunities through multiple channels, including door-to-door selling, social media, paid advertising and word-of-mouth referrals. Once a potential client is cultivated, the Field Sales team member acts as a guide, bringing the client through the insurance claim process, and ultimately, as contracts are signed, remains the primary point of contact to ensure customer satisfaction throughout the project timeline. As a project manager, you must be accountable to onsite project execution, confirming the appropriate project materials, managing field crew expectations and customer approval at closeout. Transparent, clear communication is critical for anyone undertaking this role. Managing paperwork diligently and accurately, in a timely and organized fashion is critical.

### Responsibilities

- Generate project opportunities for exterior restoration work; roofing, siding, gutters and windows
- Act as client guide, and project manager, as projects are approved and scheduled for onsite work
- Manage worksite tasks, including materials validation, field crew work quality and client satisfaction
- Accounts receivable follow up; down payments, in process checks and final payment checks
- Participate in ongoing industry training, education and development opportunities created through the Company

### Skills

- Self-motivated, self guided and well organized
- Ability to communicate professionally, and properly, with external clients and internal stakeholders
- Ability to physically manage field project tasks, such as climbing on roofs, carrying a ladder and handling product
- Clean, presentable appearance; industry professional; positive representative of the Company brand
- Willingness to learn and continue your development with industry-specific knowledge within exterior construction

### Company Core Values

#### Company Core Values

- Integrity – We say, we do. We consistently act with positive intent.
- Accountability – We fulfill our obligations; we execute on our promises
- Execution – We continuously strive to improve our process to maximize efficiency and sustainability
- Cohesiveness – We are a team; we each do our part to ensure company viability and long-term success

### Hiring organization

Star Exteriors LLC

### Job Location

Minneapolis, Minnesota

Remote work possible

### Base Salary

\$ 75,000 - \$ 150,000

### Qualifications

- Self motivated, self guided and well organized
- Communicate professionally and efficiently
- Willingness to learn and apply our process to your daily routine
- \"Can do\" mindset

- Transparency – We talk openly and honestly about activities that impact our Company