



## TECHNICAL PROJECT MANAGER | Full Time

LOCATION | Missoula, MT

### WHO WE ARE

Glo Windows and Doors is a Missoula Montana based window and door company focused on the sales, fabrication, and installation of modern, high performing European style windows and doors for passive or custom, luxury residential building projects. Glo actively aims to reduce environmental impact by creating world class windows and doors that promote energy efficiency and conservation.

### WHO WE'RE LOOKING FOR

Glo is seeking a Technical Project Manager who can manage technically complex, custom home projects requiring an experienced level of building detail and window / door installation knowledge. In this role, the candidate will be responsible for Interfacing and communicating with builders, engineers, contractors, architects, project managers and Glo dealers from pre-build phase through project completion to ensure Glo window and door structural installation, water proofing, and air sealing details are met during all phases of the project.

The successful candidate will bring with them extensive knowledge and experience from the architectural or custom home building industry and will develop a firm understanding of the technical details of our window and door systems while on the job. This position will report to the President of Glo.

### RESPONSIBILITIES

- Obtain a thorough understanding of the capabilities and limitations of Glo Window and Door Systems, and effectively communicate with customers and the rest of the Glo team regarding these details.
- Communicate with customers, engineers, builders, contractors, project managers, and Glo dealers about technical installation details.
- Study and understand vendor manuals to understand systems, components, and hardware of all products offered by Glo.
- Communicate with key vendors and suppliers regarding product details and customizations required to meet customer design objectives.
- Review contractor questions and submittals to ensure compliance with design intent and design solutions
- Develop and thoroughly review architectural details for various products and installation methods either by utilizing AutoCAD or by coordinating drawing development with draftsman.
- Develop and review project specific fabrication drawings for window and door elevations, sections and installation conditions.
- Assist Field Service Team by providing technical drawings as needed.
- Drawings and specifications will be interpreted (floor plans, elevations, sections) to develop window and door quote packages.
- Collaborate with clients and provide recommendations for window and door configurations.
- Assist sales team in specifying and completing window takeoffs.
- Thoroughly review window and door orders to ensure they are accurate, within manufacturing limits, and meet customer requirements.
- Communicate with factory regarding details, questions, limitations, and options.

### QUALIFICATIONS

- 5+ years of experience in the architectural field or in the general contracting of complex custom homes.
- AutoCAD drafting experience with demonstrated proficiency at developing plans, elevations, section views, blocks, setting up sheets, title blocks, and plotting preferred.
- Firm understanding of contract documents, shop drawings, redlines, budgeting, and value engineering.
- Understanding of structural principles as they pertain to building and window/door packages.
- Exceptional track record of being organized and detail oriented, especially pertaining to building details.
- Strong computer competency (Microsoft Office, Google Workspace, Adobe) and the ability to learn new software
- Strong analytical and problem solving skills.



- Effective communication skills with a strong ability to articulate building details and principles in an understandable manner.
- Capacity to assume more management responsibilities over time
- Familiarity with Passive House standards a plus
- Ability to travel overnight domestically, some international travel may be required
- Ability to lift 50 lbs.

#### WHAT WE ARE OFFERING YOU

- Competitive Hourly Wage Based on Experience
- Simple Match Retirement Plan
- Paid Vacation & Holidays
- Flexible Schedule