



Release Date: 9/10/10

Revision No.: 03

Position Summary: Responsible for developing construction opportunities and marketing the company's services through various client relationships and lead sourcing.

Position Responsibilities:

- ◆ Maintain relationships with owners and engineers that we have worked with on previous projects to ensure WSCI has adequate opportunities to negotiate, team up, joint venture or subcontract projects which support company revenue and profit goals
- ◆ Expand contacts with owners and engineers to ensure WSCI has adequate opportunities to negotiate, team up, joint venture or subcontract projects which support company revenue and profits goals
- ◆ Identify, track and report on all potential projects in your designated area/region.
- ◆ Update and maintain lead tracking system and create reports for presentation
- ◆ Accountable to develop a white paper for recommendation and participation in the formal capture plan and go/no-go process with operations and estimating.
- ◆ Develop complete understanding of Memorandums of Understanding and/or Teaming Agreements and Alternate Delivery Contracts
- ◆ Manage proposal process for alternate delivery projects. This will include but is not limited to identifying owner's needs, developing win strategy, identifying and securing teaming, developing a successful approach, all technical and creative writing, general publishing and overall management of production process.
- ◆ Responsible for the coaching and preparing personnel for presentations/interviews to be given to owners and engineer.
- ◆ Manage the client critique process for your respective regional projects/clients. This includes conducting project performance reviews with owners and engineers at 50% and 100% completion and maintaining trend logs and reporting tools.
- ◆ Aid in preparation of business development and marketing plans
- ◆ Promote Western Summit's Core Values; maintain accountability within the department
- ◆ Support company philosophies, policies, practices and procedures
- ◆ Read, understand and adhere to company policies and procedures

Essential knowledge, skills and responsibilities:

- ◆ Bachelor degree with an emphasis in Construction Management, Engineering or Marketing/Business
- ◆ 4 or more years of previous relevant industry experience in Atlanta and SE region
- ◆ Excellent technical writing skills required
- ◆ Excellent presentation and interpersonal skills
- ◆ Outstanding organizational skills
- ◆ Ability to work with diverse workforce
- ◆ Advanced knowledge in Excel, Access Database, Word, Power point and Outlook
- ◆ Willing and able to travel up to 60%

Valued but not required knowledge, skills and experience:

- ◆ Experience with graphics programs
- ◆ Working knowledge of Commence
- ◆ Working knowledge of SAP

Physical demands and work environment: Ability to lift a minimum of 20 pounds. Requires willingness to work in a corporate and field (job-site) environment. Willingness to travel and work irregular hours (possible 12-hour shifts) as needed.

E-Verify Statement: This employer participates in E-Verify.

Equal Employment Opportunity: Western Summit Constructors, Inc. is an equal opportunity/affirmative action and at will employer. Minorities, women, disabled, and veterans are encouraged to inquire about all open positions.

General sign-off: Employees in this position may be required to perform essential and non-essential functions in addition to those listed. I have read and understand this explanation and job description.

Signature: _____ Date: _____