

# Residential Plans Manager

**Signature Homes** is an employee-owned company operating in both Birmingham, AL and Nashville, TN. Our mission as a company is to enhance the lives of our homeowners by creating great communities, understanding their lifestyles, and providing a world class building experience. We are a company full of passionate, hard-working people that focus on teamwork, serving our customer, and constantly innovating our product.

Signature Homes is currently seeking a Residential Plans Manager in our Birmingham, AL market. This person will be a detail-oriented person who is responsible and enthusiastic about adding value to our team and able to achieve consistent and accurate work by following our company's processes.

## **Responsibilities:**

The Residential Plans Manager will be responsible for maintaining our master catalog of plans, managing plans emails requests while owning their resolutions, and preparing a weekly report for field teams of all plan updates. They will update master plans due to errors through audits, field checks, and feedback. They will also support sales and marketing outsources by providing them with most current marketing sets of plans. They will support the development of new plans through all phases by creating and reviewing plans and will maintain the properties of AutoDesk Vault. They will work alongside our lead designers and trim experts to ensure design options have accurate and consistent details. Lastly, they will help pick up overflow of production plans, when necessary.

## **Skills and Experience:**

### **Required:**

- High school diploma
- Proficient in Microsoft Excel and Outlook
- 2 + years of experience in CAD

### **Preferred:**

- College degree in drafting, building science, architecture, or engineering.
- AutoDesk Vault experience
- Experience in the home building construction industry

## **To Apply:**

If you understand the value of hard work, are self-motivated with a strong desire to analyze and problem solve, and want to join a high performing team, apply today and be sure to include a narrative letter about yourself.

Visit our **website at [www.e-signaturehomes.com](http://www.e-signaturehomes.com) to apply.**