

R. L. Deppmann Company

Job Title: Project Administration

Reports To: Project Support Manager

Location: Novi, MI

Work Status: Full Time, Hybrid (1-2 days Onsite)

About Deppmann:

Our company focuses on helping people make better decisions. We are a company that is responsive to our customers and understands how our products work and interact in Hydronic Systems. Our company culture is shaped by our Core Values: Knowledge, Responsiveness and Empowerment. RL Deppmann is in the business of selling HVAC, plumbing & industrial equipment in Michigan and Ohio. Join the Deppmann team that solves customer problems and empowers employees to make decisions.

Scope: The Project Admin manages project opportunities from the bidding stage through post-bid documentation. This role supports the Sales and Project Support teams by coordinating bid opportunities, maintaining project documentation, preparing submittals and IOMs, and ensuring timely, accurate communication throughout the project lifecycle.

Who We Are Looking For:

A highly organized, detail-oriented individual with construction or HVAC experience who can confidently navigate project documentation, manage competing priorities, and provide outstanding customer and internal support.

Responsibilities:

- Evaluate and facilitate new bid opportunities and RFQs.
- Create and maintain project records in NetSuite and related systems.
- Communicate project scope, addenda, bulletins, and RFIs to the Sales Team.
- Serve as the primary contact for bid status, project documentation, and submittals.
- Compile, edit, log, and distribute product submittals and IOMs.
- Maintain organized project files from bid through project completion.
- Coordinate with customers, manufacturers, project managers, and sales personnel.
- Utilize factory selection software and maintain product knowledge.
- Process requests accurately and meet established deadlines.
- Support all Project Support functions and other assigned duties.

Requirements:

Excellent written and verbal communication skills, high attention to detail, ability to multi-task, highly organized, strong computer skills (PDF, Excel, Word), background in HVAC or construction industries, desire to learn and grow, great people skills.

If you have these skills and desire to join our successful team, please submit your resume to RL Deppmann at careers@deppmann.com.