



Job Description – Project Management, Lighting & Controls

As a Project Manager, you will be responsible for overseeing multiple projects with the expectation of completing them on time and within scope, as well as plan, direct, and coordinate the necessary activities to ensure objectives of project(s) are accomplished within established time frame and budget. The ideal candidates will be able to communicate progress to internal and external customer(s). We are seeking candidates with experience in the lighting industry who are self-motivated, detail oriented, and highly organized to join our team.

Responsibilities

- Manage projects from the approval phase through completion
- Proactively identifying project risk and managing / mitigating risk
- Provide project reports, documentation, technical assistance, support, and collaboration.
- Provide ongoing project status updates with all parties throughout design, procurement, and installation
- Managing overall project deliverables in accordance with the budget, schedule, and the quality plan
- Manage Warranty Issues, Damaged & Defectives, Freight Claims, Return Authorizations
- Resolve project issues related to product, pricing and shipping
- Ensure compliance with company, industry, trade, federal, and jurisdictional safety standards, practices, codes
- Manage numerous work orders and service calls on a regional or national level.
- Handle multiple customer inquiries, process orders and resolve customer issues promptly

Desired Qualities

- Maintains high qualitative and quantitative standards of work performance
- Excellent client relations, client management, and consultation skills required
- Foster positive and effective business relationships at all levels and project phases.
- Strong verbal, written, computer, technical communication and presentation skills.
- Experience in lighting project management
- Proficient computer skills including MS Excel and Word
- Associate / Bachelor's degree, technical school training or equivalent work experience

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