



Job Title:	Lighting Retrofit Manager	Job Code:	01615
Location:	Columbia, MD	Travel Required:	20-40%
Wage:	Depending on experience	Position Type:	Full Time
HR Contact:	Nicola Tran	Reports To:	Director of Commercial Energy Solutions

Job Description
<p>Job Purpose: The Lighting Retrofit Manager serves as the main contact and manager for commercial lighting retrofit projects, coordinating between clients, sub contractors, and suppliers to successfully complete site assessments and installations. The main tasks will be to satisfy technical requirements, rebate program deadlines, and client relationships.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Learn and adopt greeNEWit processes and protocols upon hiring • Generate sales leads through active participation in networking events • Support sales team by providing technical expertise and attending sales meetings • Perform detail-oriented site assessments of commercial real estate, focusing on identifying lighting energy saving opportunities and also suggesting comprehensive solutions like controls, etc • Document lighting data electronically and generate proposals in a timely manner • Assist sales team in closing contracts • Simultaneously manage multiple retrofit projects using company-wide project management software and documents • Become an expert in local rebate programs and submit accurate rebate applications • Stay informed about latest technology and products • Place and track purchase orders of materials and track inventory • Schedule lighting retrofits with sub contractors and clients • Be on call for customer concerns and questions during install times (occasionally starting at 7AM) • Mediate and resolve any issues that may arise in a professional manner • Ensure customer satisfaction and repeated business by regular check-ins with clients and business partners • Continuously track and report project financials, results, and lessons learned to supervisor <p>Skills:</p> <ul style="list-style-type: none"> • Detail and deadline oriented project management skills under little supervision • Strong analytical and sales skills • Independent problem solving • Record keeping • Self-motivated and organized • Punctuality • Professional representation of greeNEWit corporate culture

Qualifications:

- 3+ years experience in managing and completing electrical contracting projects
- B.S. in electrical engineering or similar technical degree
- Commercial energy auditor certification not required, but advantageous

Approved By:		Date:	
Last Updated By:	Nicola Tran	Date:	1/12/2015