

VINCENT LIGHTING SYSTEMS COMPANY

Job Description

PROJECT MANAGER

REPORTS TO: PROJECT DEPARTMENT MANAGER (Cleveland)

SUMMARY: A full time position to assist the Project Department Manager, Outside Sales staff and to expedite project orders.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assist the sales staff with overall management of projects from conception to completion.
2. Provide inside sales support to the Outside Salesperson.
3. Perform system layout, design, specification and drawings with Project Salesperson.
4. Prepare bills of materials, detailed project costing and order acknowledgments.
5. Provide customer service through quotations, order processing and answering questions.
6. Issue purchase orders and rep-order worksheets, as approved by Project Manager.
7. Distribute necessary paperwork and information to insure timely, accurate inventory and billing.
8. Prepare project shippers.
9. Expedite orders and delivery of equipment.
10. Assist the Project Department Manager in reconciliation of inventory and invoicing.
11. Maintain project tracking, filing and contact databases.
12. Close out completed projects.
13. Prepare operation and maintenance manuals and warranty letters.
14. Perform other reasonable, related duties as assigned by immediate supervisor and other management as required.

EXPERIENCE

Knowledge of electrical power systems, dimming and control and entertainment lighting equipment is required.

Two years related experience with similar responsibilities is expected. Good administrative skills, mathematical aptitude and the ability to monitor small details are essential. The qualified candidate must be flexible, self-guided, willing to learn and capable of making decisions in a fast paced environment. The candidate must have experience with MS Word, Excel and AutoCAD LT 2000.

EDUCATION

A college degree is preferred.