



Project Manager

COMMUNICATION - DETAIL ORIENTED - ORGANIZED - SELF-DRIVEN

www.urbanenergygroup.com/jobs

Description

Urban Energy Group seeks a motivated Project Manager to help upgrade every industrial building to LED across the Pacific Northwest. This role takes ownership of the project once the customer has said “yes” and manages the entire installation process. This position is perfect for a self-motivated, highly organized multi-tasker who loves details and wants to exceed expectations. The description may not be all-inclusive and responsibilities and requirements are subject to change. This is a part-time entry level position with bonus based on performance.

Urban Energy Group’s four core values include Freedom, Health, Exploration, and Growth. It is not uncommon for us to couple sales meetings with the outdoors. Consistent innovation is encouraged throughout each department. Reading books, watching webinars, and attending workshops about lighting, sales, operations, and personal growth are fundamental to UEG’s business model. A qualified candidate will be thirsty for knowledge, a great communicator, detail oriented, and have an adventurous spirit.

Primary Responsibilities

- Conduct Utility Inspections
- Lead Quality Control Meetings with Customers
- Parts Ordering
- Create Relationships with New Vendors
- Manage Installation
- Schedule Electricians
- Manager Quickbooks Accounts Payable and Accounts Receivable
- Track and report quarterly KPIs

- Act as a liaison between sales staff and CEO
- Provide communication and education on current processes and best practices
- Create Scope of Work and other supporting documents

Knowledge, Skills, Ability

- Must be detailed oriented with a proven ability to multitask
- Effective communication, both in written and verbal form
- Must be a self-starter and effective time manager
- Passion for customer experience and exceeding expectations

Job Environment

- Part Time
- Flexible hours
- Opportunity to earn a bonus
- Option to work from home

How to apply

Interested candidates please send your resume and cover letter to chelsea@urbanenergygroup.com
Please put Project Manager in the subject line.

We look forward to hearing from you!