



## Project Manager

Saylite is on the fast track to become one of the most dynamic companies in commercial lighting, and has been in business since 1964.

We are currently seeking a Project Manager in our Builders Division, with superb interpersonal skills, and a proven ability to handle all aspects of this busy customer-centric role.

Lighting can enhance life and work in powerful ways, with technology creating new opportunities every day. Come join us and be a part of this amazing time in lighting!

### **Quick Summary:**

The Project Manager acts as the key conduit between large customer project orders from initial order, procurement of materials, to ensuring the items are scheduled to ship and arrive by the construction deadlines. This position also supports sales by providing customers with product details (as needs change), status updates, and resolving issues related to supplying lighting, and associated products to our customers' construction or retrofit projects. This position reports to the Vice President/GM of the Division.

**The Ideal Candidate:** The successful candidate will be passionate about providing exemplary customer service, be extremely detail-oriented, an excellent communicator (verbal and written), have amazing organization skills, excellent problem resolution abilities, and the desire to learn all about our business! Project management experience in the lighting field is ideal, however, experience in construction building materials industries (or closely related field) is a must.

This is just a quick snapshot. If this opportunity sounds intriguing, please read the job description below for a full list of desired skills & attributes, as well as more information on the roles and responsibilities of the position.

**Why Work for Saylite:** Enjoy the opportunity to have a true impact on the business, and be a key facilitator in ensuring customers are well cared for, questions answered, and problems solved.

Saylite offers a competitive compensation package, a range of healthcare benefits, company sponsored life insurance & AD&D, PTO, and 401k.

**.Here's the full job description to take a deeper dive in this important role!**

### **Job Description:**

#### **Section I. General Overview & Reporting:**

The Project Manager acts as the key conduit between large customer project orders from initial order, procurement of materials, to ensuring the items are scheduled to ship and arrive by the construction deadlines. This position also supports sales by providing customers with product details (as needs change), status updates, and resolving issues related to supplying lighting, and associated products to our customers' construction or retrofit projects. This position reports to the Vice President/GM of the Division.



## **Section II. Duties & Areas of Responsibility:**

The primary duties of the Project Manager consist of, but are not limited to, the following:

- Project management and coordination of all aspects relating to the supply of lighting products to assigned projects/customers
- Complete and propose “Bills of Materials” and “Submittals” that meet the clients’ standards and processes
- Create and submit customer change orders & track changes throughout the project
- Procurement of approved materials and products, including freight (within budget & company guidelines)
- Manage and track all logistical processes for product shipments into the company warehouse
- Fulfill all product release requests in coordination with the project deadlines (with zero back order goal)
- Coordinate internal company activities in the fulfillment of the project goals
- Provide continual project-related communication to customers, sales staff, and internal departments to ensure project timelines are met
- Develop and maintain relationships with internal/external customers and vendors
- Participate in project meetings and project site meetings, where applicable
- Other duties, as assigned

### **Section III: Necessary Skills and Attributes:**

- 3+ years project management experience in construction building materials industries (or closely related field)
- Proven outstanding customer service/support skills
- Excellent verbal and written communication skills
- Strong time management, planning and organizational skills
- Ability to assess and prioritize (with flexibility to change course as needed)
- Excellent interpersonal, and collaborative skills
- Proven problem resolution and decision-making skills
- Professional demeanor
- Intermediate Microsoft Office skills (Word & Excel)
- Ability to learn products & processes quickly
- ERP experience helpful (P21)
- Ability to work well both independently, and in team settings
- High School diploma or GED

## **Section IV: Physical Requirements:**

- Visual acuity required to read computer screens, written documents, inspect materials, products, etc.
- Ability to speak and hear on the phone
- Must be able to work sitting, standing, stooping, bending, and in squatting position
- Manual dexterity required for computer work, to handle materials, supplies, etc.
- Ability to lift up to 10 lbs.
- Ability to work established business hours (generally Mon. – Fri. 8 a.m. to 5 p.m.)

**Note:** *The statements herein are intended to describe the general nature & levels of the work performed by employees, but are not a complete list of responsibilities, duties, & skills required*



*of personnel so classified. Furthermore, they do not establish a contract for employment & are subject to change at the discretion of the employer.*