



Project Manager-Lighting Controls

JOB SUMMARY:

Coordinate and execute Project Management functions in a fast-paced work environment. Manage communications between manufacturers and customers on all assigned projects in our Territories.

RESPONSIBILITIES:

1. Coordinate Factory commissioning Requests.
2. Coordinate and Schedule Agency Commissioning Requests.
3. Create full submittal documents including stamped drawings, wiring diagrams, one-lines, etc. as required.
4. Coordinate Factory Lighting Control Submittals.
5. Manage all controls projects as assigned including but not limited to: order entry, warranty, defectives and project issues.
6. Participate in customer events to promote Mlazgar with our customers throughout all market segments.
7. Travel as needed with Mlazgar Sales team throughout the territory to build relationships with distributors, contractors, and engineers.
8. Assist in Local Commissioning Projects as needed.
9. Answer technical questions from customers and provide solution-based resolutions to meet project needs.
10. Other duties as assigned

JOB REQUIREMENTS:

- EDUCATION:** Associates Degree or equivalent experience.
- EXPERIENCE:** Two years + of controls; Lighting or Theatrical Experience preferred
- SKILLS:** Professionally represent Mlazgar Associates while executing excellent organization and communication skills. Ability to manage multiple tasks and prioritize accordingly. Proficient with computer systems including MS Outlook, Excel, & Word. Ability to learn a new software system.

JOB ACCOUNTABILITY: Coordinate and execute Project Management functions in a fast-paced work environment. Manage communications between manufacturers and customers on all assigned projects in our Territories.

REPORTS TO: Nathan Rose, Controls Manager

EMPLOYEE CLASS: Salary

STATUS: Exempt

ABOUT MLAZGAR ASSOCIATES:

- Fast-paced and fun work environment that rewards success
- Flexible work schedule and/or remote work options
- Competitive base salary
- Comprehensive benefit package as well as 401k
- Paid Time Off
- 9 ½ days of Paid Holidays
- Office hours 7:30am-4:30pm Mon-Fri
- Rotating Friday hours 7:30am-2:00pm (optional)