



ECS Global Solutions

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Project Coordinator – Lighting

ECS Global Solutions is seeking an individual with experience/interest in Lighting Retrofits and Rebates to serve as **Project Coordinator** of a growing company.

ECS Global delivers design-build smart building solutions for all facility types on a national level. Our projects are deployed in new construction, renovation, and energy retrofit projects. Our projects include:

- Building Management Systems (BMS)
- Lighting Retrofits
- Lighting Control
- Mechanical System Replacement/Upgrades - I.P. Card access and Security
- Multi-System Integration
- Post Project Performance Monitoring and Optimization

By working collaboratively with the Project Development Manager, Program Managers and our Sales teams, the Project Coordinator is responsible for the effective administration of various parts of the Lighting Divisions projects. These duties include but are not limited to rebates research and applications, project logistics, tracking of materials, calendar/schedule management of inspections, etc.

Salary Range: To be commensurate with experience

Essential Responsibilities:

- Determine rebate, loan and grant eligibility for energy efficiency projects across the country.
- Use audit data with project development team to provide rebate estimates, pull specifications and ensure material is on appropriate rebate qualifying lists such as Energy Star and DLC for rebate application submittal
- Research and maintain a database of energy saving technologies, alternative energy and incentive programs.
- Assist in developing, coordinating and executing national LED retrofit rollouts for nationwide retailers.
- Work with manufacturer to bring clients emerging technologies and competitive pricing
- Have knowledge on how to perform building site surveys including but not limited to detailed measurement notes, (ceiling height, square footage, etc.) as well as the environmental conditions (lighting, energy controls, etc.).
- Work positively and collaboratively with Project Development Manager and Sales Management teams to provide accurate scopes of work to sales team and administration.

- Perform accurate and timely pre, on-site, and post installation inspections with rebate authorities
- Assist with inventory management as needed.

Qualifications:

- Required Knowledge/Skills/Attributes
- Familiarity with LED lighting and rebate program
- Proficient computer skills (MS Office Suite - Outlook, Word, and Excel).
- Commitment to QUALITY and continuous improvement.
- Previous inventory management experience a plus.
- Strong attention to detail.
- Strong problem solving, conceptual thinking, planning and analytical skills.
- Ability to learn and use company software programs / apps to complete work as necessary.
- Outstanding client facing and interaction skills.
- Ability to work individually or collaboratively in a positive team environment.
- Ability to meet deadlines including paperwork and reports.