

## **Rethink Electric is looking for an experienced project manager.**

S/he will be responsible for the overall success of the projects he or she handles and will be required to be the day-to-day contact person for the client. The ideal candidate will be a strong manager and leader who can develop and implement effective organization and business development tools.

Successful candidates must meet the following **Requirements**:

- Must have at least 5-6 years of Project Management related experience running solar installations on all types of roofs including ground mounts.
- Experience in the **residential and/or commercial** solar field
- Ability to read and interpret building plans, building codes, technical bulletins, NEC and Chicago codes, and other related documents
- Excellent attention to detail
- Excellent organization and multitasking skills
- Strong math skills
- Excellent communication skills, both written and verbal
- Strong computer skills
- Exceptional time management skills including a sense of urgency
- Self-directed, independent, and solution oriented
- Value teamwork and continuous improvement
- Able to manage multiple jobs simultaneously.
- Able to read drawings and electrical single line diagrams.
- Proficient in Microsoft Office
- Outstanding work ethic.

## **Primary functions of the job:**

- Manage assigned installation crew members
- Shepherd all stages of project from bidding (for select commercial projects) to design, material procurement, build, and post-construction stages
- Communicate and coordinate day to day details with clients and project stakeholders
- Participate in design meetings and meetings with client(s)
- Review budget and make budgetary decisions related to project
- Prepare project schedules and share with team. Attend weekly scheduling meetings and work with other project manager(s) and project manager director to prioritize work
- Manage BOM (Bill Of Materials) development for projects
- Trigger next steps in the project to assure each milestone is achieved
- Coordinate day to day installation activities with other team members
- Oversee QC process
- Oversee as-built and other project specific documents
- Oversee final project walkthrough and client training
- Identification and compliance of contract requirements and development of change orders
- Delegate and solve issues during all project stages
- Help develop and document new processes to drive efficiency, quality, and staff morale

Compensation will be determined by years of experience and knowledge.

Benefits:

401K, Health INS, PTO, Paid Vacation