Project Manager

MODA Light is an innovative architectural lighting company and is currently seeking a Project Manager to join its team. The Project Manager is part of our Inside Sales Team, responsible for managing large projects, providing our internal and external customers with project quotations and product support.

Primary Functions:

* Act as the main point of contact with principal projects for all territory agents, distributors, and contractors- communicating in a precise and professional manner to every channel of specification.
* Convey and apply specialized knowledge to ensure specification accuracy pertaining to product configuration, power distribution, dimming control and DMX protocol.
* Assign and distribute responsibilities with quote requests, technical needs, and troubleshooting.
* Proactive management of multiple email inboxes and communication prioritization based on urgency and scale.
* Ensure Purchase Orders and Agent Commission calculations are correct before releasing to Order Entry.
* Work closely with territory agents and Inside Sales Manager to understand customer quote expectations, product configuration, bidding and requested delivery dates, etc.
* Responsible for tracking the entire quote process from conception, specifying product quantities, and required accessories, communicate discrepancies, and ensuring the agent has all the required information.
* Ensure complete accuracy of the Bill of Material at every stage of the Project’s life cycle.
* Prepare quotations and manage projects using NetSuite and Bluebeam Revu software
* Assist Order Entry by ensuring Sales Order is sufficient based on quote.
* Handle escalated customer service issues.

Education and Experience Requirements:

* 5+ years’ experience with lighting controls and/or building management systems design, specification, and installation support.
* Experience with lighting control protocols (DMX, RDM, 0-10v, DALI).
* 3 – 5 years’ experience with sales, quotations, and project management
* Position may require occasional travel to job sites to provide technical support.
* Strong analytical capabilities and the ability to prioritize with a sense of urgency.

Benefits:

* Salary commensurate with experience
* Medical, Dental, Vision & Life Insurance
* Paid Time Off in addition to Paid Holidays, following introductory period.
* 401k with matching

Must be available to work Monday-Friday, 7:30am - 4pm.

Please submit all resumes to [careers@modalight.com](mailto:careers@modalight.com)

To learn more about MODA Light, please visit our website: <https://www.modalight.com/#/>