



# Lighting Systems Project Coordinator

*Location: Des Moines, IA or Remote*

*Reports to: VP of Technical Services*

## **Description**

Do you have a Lighting Industry or IT background? Are you looking to change things up? Are you comfortable coordinating and managing multiple projects from award to completion while maintaining customer satisfaction, quality workmanship, timely feedback, and within budget? Then Igor would love to talk with you!

## **Responsibilities**

- Monitor project plans, project schedules, & work hours for Project Manager
- Organizing, attending and participating in project meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.

## **Requirements**

- Associate degree with an emphasis in construction or project management. Or the equivalent combination of education, professional training or work experience.
- Three years' experience in related field.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Lighting Industry Knowledge (Preferred)

**Desirable**

- Bachelor degree in construction management or related field of study.
- Experience with control systems (lighting, HVAC, etc.).
- Experience with construction phase and projects.
- Basic DC electrical knowledge.

**To Apply**

Send your resume to [HR@igor-tech.com](mailto:HR@igor-tech.com) with the job title in the subject line. Applications will be considered on a rolling basis until the roll is filled.