



# Project Manager Intern, Lighting & Controls – Spring 2021

*14-week part-time paid internship during the Spring 2021 semester.*

## **Primary Responsibilities**

- Manage PoE lighting and controls portion of jobs from beginning to end
- Verify fixture schedule/specification
- Responsible for submittals, pricing confirmation, order entry, change order process, shipment and inventory coordination, expediting, project status reports, and post-sales
- Coordinate with lighting and ancillary component manufacturers to create accountable, trusted, and value-appreciated relationships with Distributors, General, Electrical and Low Voltage Contractors, and the Lighting Specification community

## **Required Qualifications**

- Current Junior or Senior standing
- Fulltime enrollment in accredited Associate's or Bachelor's degree program in Construction or Building Science, Construction Engineering, Architectural Engineering, Architecture, Project Management or equivalent
- Knowledge of lighting and controls products and applications
- Project management and customer service experience
- Proficiency with Microsoft Office Suite including Outlook, Excel and Word

## **Preferred Qualifications**

- Knowledge of fixture schedules
- Effective team player who can also work independently
- Excellent writing, grammatical and proofreading skills in English
- Excellent verbal and written communication skills in English
- Knowledge of construction project management

## **About Igor**

Igor is a fast-growing entrepreneurial company based in Des Moines, Iowa. Igor licenses our Power-over-Ethernet lighting and sensor technology to large lighting companies around the world. The global market is increasingly trending toward smart homes and businesses, and Igor has quickly become a leading player in the future of the agile, smart building industry. With Igor, buildings become intelligent, green, and consume 60% less energy.

Igor values a diverse and inclusive workforce and appreciates the way multiple perspectives lead to innovation and creativity at our company. Igor provides equal employment opportunities (EEO) to all employees and applicants for employment regardless of any protected characteristics.