



Electrical Project Coordinator

RISE Engineering, a division of Thielsch Engineering, Inc., is one of the longest operating energy services companies in the country. Working on behalf of the largest utilities and energy program sponsors in the Northeast, our mission is to provide one-stop services to make buildings more affordable, comfortable, healthful and efficient. We are experiencing significant growth as higher levels of incentives and resources are being made available to meet local, national, and global needs.

We are looking for qualified candidates to provide project coordinator in our Albany New York office to help arrange the installation of lighting measures for our commercial and industrial customers. This is an office-based position that requires extensive work with project management data systems.

Duties & Responsibilities

The responsibilities of the project coordinator include:

- work with electrical subcontractors and in-house resources to assure timely and professional performance;
- work with suppliers and distributors to procure required materials and arrange for delivery to customer sites;
- schedule installations and provide as-needed on-site supervision of work in progress;
- direct project close-out, billing, and reporting; and,
- follow up to address warranty and other issues which may arise post-installation.

Qualifications

Ideal candidates should have a sound understanding of lighting efficiency products and technology, or a background in electrical contracting; 1-3 years of lighting project coordination experience is a plus. Candidates should be highly attentive to detail, with the ability to handle multiple tasks and projects and possess excellent organizational skills.

We look for candidates with effective written, verbal communication and mathematical skills. Proficiency with Microsoft Office is important, as is an ability to multitask and prioritize in a high volume environment with limited supervision.

Compensation and Benefits

We offer very competitive compensation. Our comprehensive benefits include health/dental insurance, as well as paid vacation, holidays, sick days and life insurance. Our parent, Thielsch Engineering, Inc., offers an aggressive employee stock ownership plan (ESOP) in addition to our 401k retirement savings plan. EOE

To learn more about RISE, please visit our web site at www.riseengineering.com. If you are interested in a position at RISE, please follow the Careers link on our site and fill out an employment application. If you have any questions, please contact Pam Palumbo at ppalumbo@thielsch.com or (800) 422-5365 x-140.