

Career Opportunity with United Electric

Assistant to Project Manager

United Electric, headquartered in the Sarasota - Bradenton area of Florida is conducting a search for a project manager's assistant in our residential division. The position reports to the **Residential Project Manager** and serves as the administrative force for the residential department. Please send your resume to United Electric at careers@unitedelectric.biz

You will:

Administer change orders. Implement relationship building with contractors and businesses to generate new business for United Electric, including residential new construction and remodeling.

Maintain regular communications with existing customers for scheduling and establish communication with new customers. Keep our schedule up to date.

Provide necessary take-offs of jobs either by blueprints or site visits. Design electrical wiring methods to enhance projects. Write change orders based on take-offs, designs, and specifications.

Respond to customer needs and other sales related enquiries concerning United Electric. Maintain a good working knowledge of the National Electrical Code and Installation Standards, and other technical matters, as well as obtaining product knowledge of United Electric's products and services. Provide estimating assistance to other staff members as requested.

Stay in constant communication with existing customers, especially during an ongoing project. Report concerns of customer dissatisfaction and solutions. Assist management teams in better ways of providing excellent customer service. Attend community functions such as Chamber lunches, community benefits, United Electric home shows, etc.

You need to have:

A general construction background and a four-year electrical training degree with field experience are preferred. If no degree, five years equivalent experience in residential new construction electrical related knowledge is required. A clear understanding of the need for and role of excellent customer service, as well as leadership experience in moving projects along. You should possess excellent oral/written communication skills, especially in regard to communicating technical information and concepts to non-technical customers. Proficiency in Windows operating systems, Outlook, Word, Excel, and QuickBooks is preferred. Outgoing personality with a high self-esteem without arrogance, a high level of integrity, excellent representational skills required, as is the instinct to respond to the needs of others on staff. The ability and desire to become the area's leading authority on electrical products is essential.