



GREENLIGHT IoT, INC.
BUILDING #2 SUNSET HILLS EXECUTIVE PARK SUITE 5
EDWARDSVILLE, IL 62025
GREENLIGHTIoT.COM INFO@GREENLIGHTIoT.COM

Project Manager

Location: Edwardsville, IL (Remote)

Why GreenLight IoT?

If you are a go-getter that's energetic, engaged, and entrepreneurial, and want to be part of a flourishing tech startup – think, joining Facebook before it was the behemoth it now is - then GreenLight IoT is your ticket. Fueled by the Internet of Things (IoT) you'll work alongside some of the industry's most talented smart building system designers, developers, and integration technicians to drive innovation and foster the commercial adoption of smart building systems across the United States and international markets.

If you're hungry for success and want to be an active, hands-on, part of building a leading tech company with the opportunity for rapid advancement versus simply "holding down a job," we want to hear from you!

Position Summary

As a startup, you'll likely have your hands in a little bit of everything that GreenLight IoT does. That said, as a Project Manager (PM) you'll play the key leadership role on one of our smart building system integration teams. As a GreenLight IoT smart building deployment PM, you will oversee all aspects of your assigned smart building system deployment projects – from pre-construction planning all the way through to the successful execution and project closeout.

The GreenLight IoT PM role is critical to the growing success of GreenLight IoT's smart building system deployment offerings. The PM role not only ensures the project runs smoothly and gets completed on-time, but that our end-user and industry-partner clients are well cared for, quality of work is excellent, and there are profitability and positive cash flow across all managed projects. GreenLight IoT's small team structure and horizontal structure provide PMs with the autonomy they need to deliver while also allowing for direct lines of communication to the GreenLight IoT's leadership and flowing both ways.

Additional PM Responsibilities

- Working with internal GreenLight IoT project development team members to create cost budgets and refine scopes of work.
- Review and approve customer contracts and agreements with GreenLight IoT project development team members.
- Developing, managing, and directing project plans and schedules while proactively identifying project risk management and implementing mitigation strategies.
- Spearhead System Commissioning Technician team actions to ensure successful system deployment, including, leading project pre-planning activities, communicating with end-user IT teams, coordinating with installing contractors and end-user, coordinating with material suppliers, heading project kick-off calls, assist in system commissioning activities when needed.



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Skills & Requirements

The core skills and requirements that we have seen that lead to success in this role includes:

- Educational background in technology, construction, or project management preferred.
- Exceptional organizational skills, including attention to detail.
- Strong ability to multi-task and prioritize multiple projects.
- Excellent time management and analytical skills.
- Willingness to travel for extended periods of time (50-60%).
- Experience in identifying process improvement opportunities.

The following are desirable advantages:

- Project Management Professional (PMP) Certification.
- Experience in MEP project management and/or energy performance contracting.
- Experience working with local vendors and subcontractors.
- Experience working with best practices for IT/energy efficiency projects.

Additional Skills

Our most successful PMs come to GreenLight IoT with the following knowledge, skills, and abilities:

- **Technical Knowledge:** Knowledge and understanding of various communications protocols used in the industry including BACnet, ZigBee, and Bluetooth.
- **Computer and IT Skills:**
 - Proficient with Microsoft Office products, Excel (a must) and Word, as well as project management software.
 - Ability to use Bluebeam, AutoCAD or Visio
 - Familiarity with computer networking, programming and information architecture
 - Familiarity with networking applications, Ethernet, TCP-IP, IP networks and infrastructure.
- **Communication Skills:**
 - Passionate about project success and customer wellbeing. Ability
 - Ability to clearly communicate across all project stakeholder levels, including contractors, device installers, end-user clients, and internal team members.

As a valued GreenLight IoT team member, you must be willing to learn, accept constructive feedback, provide input to team members, and share in the excitement of this fast-growing tech company!

Please send along with your resume a free-form pitch as to why you think you'd be a good fit on the GreenLight IoT team (*details listed below*). Please send submissions to support@greenlightiot.com.
(*Note: submit via email only if Online submission form does not work.*)



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Free-Form Pitch Submission

In addition to your resume, we're asking that all prospective team members submit a short, free-form, pitch as to why you feel you'd be a good fit on the GreenLight IoT team. Please ensure your pitch follows the below instructions:

- Length is 300 words or less
- Word document format (or .PDF format is acceptable)
- Answers:
 1. Why do you want to join the GreenLight IoT team?
 2. Why do you feel you'd be a good fit on the team?
 3. What do you feel you can contribute to the team?