

Project Coordinator

We are looking for a qualified Project Coordinator to join our team based in Cremorne, Melbourne. Reporting to the Victorian Operations Manager, we are seeking someone who is looking to learn and develop a career to join our team.

LPA Lighting and Energy Solutions has over 30 years' experience in providing lighting and related services across all industry sectors. With 10 international offices, and proudly part of the global LPA Energy Group, we are constantly expanding our solutions including solar and IoT technologies to drive energy efficiencies across the brand.

The ideal candidate would be an energetic self starter with a passion for customer service. Experience in technical lighting and specification experience would be advantageous.

Your key responsibilities will include:

- Processing Opportunities & Orders into Netsuite CRM system
- Managing the lifecycle of projects from raising quote requests, revisions, datasheet approval, internal purchase orders to invoicing
- Liaise with the local & overseas suppliers
- Communication with the client regarding queries, delivery details etc
- Work closely with the sales team to effectively & accurately communicate relevant project information and provide sales support
- Chase and process payment for cash sales
- Liaise with the logistics & warehouse departments for accurate planning of order fulfilment
- Liaising with freight companies for lost or missing freight
- Creating export documentation for export orders
- Lighting take offs and project quoting as required
- Any adhoc duties related to the project
- Manage incoming enquiry calls and emails providing a high level of service

You will display the following attributes:

- Strong customer service and/or sales background
- Excellent personal and presentation skills
- Strong communication skills
- Confident and capable of operating at senior level with clients and within the business
- Team player and excellent motivator
- Knowledgeable in the lighting sector, commercial, retail, hospitality and project segments
- Highly motivated and a hard worker
- Highly flexible and adaptable

If you're an experienced Project Coordinator you're interested in hearing more about this role, please contact Ray Marsh on +61 (03) 8416 1500.