



557 Route 23 South · Wayne, New Jersey 07470 · Telephone (973) 323-8008 · Fax (973) 323-8699

Project Manager

COMPANY	Donnelly Energy
LOCATION	Wayne, New Jersey
REPORTS TO	Vice President
DIRECT REPORTS	Vice President
STARTING SALARY	\$65,000

Donnelly Energy helps small businesses throughout New Jersey become more energy efficient in the lighting, HVAC, and commercial refrigeration categories as a participating contractor for the Energy Saver Direct Install Program from PSE&G

Donnelly Energy is looking is looking to hire a **Project Manager** to join our team

This would be a full-time paid position out of our home-base office in Wayne, with frequent travel in our program territories of Morris, Passaic, Hunterdon and Middlesex County. Having a reliable vehicle is a requirement.

Position Overview

We are looking for a dynamic Project Manager who has experience in the general contracting industry for our work with the Energy Saver Direct Install Program from PSE&G. Qualified candidates are team oriented individuals, with the ability to manage multi-faceted projects.

Job Responsibilities:

- Review all changes to scope of services of all projects submitted by Assistant Project Manager
- Assist Subs with the procurement of Material from distributor
- Schedule the install of all projects with Sub-Contractors
- Oversee Project Close out
- Create and implement strategy with team
- QA/QC of Installs
- Ensure Team is meeting weekly goals
- Help to improve communication between Operations Team and Sales Auditors
- Work with management to ensure success of overall program goals.
- Assist Management Team in developing operational infrastructure for new business models.

Requirements:

- · Required Bachelor's Degree
- · Proven project management experience in commercial and retail construction
- · Proficient in Microsoft office with an emphasis on Excel





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- Strong written and oral communication skills for customer interaction and reporting.

Talent and Skills:

- Highly self-motivated and ambitious
- Above-average communication and interpersonal skills
- High energy and action oriented, with a pro-active approach to program solving
- Team player

Interested? Please click the below link:

[Green Energy Job Postings Interest Form](https://form.jotform.com/203245466535052) or copy/paste the following link into your browser: <https://form.jotform.com/203245466535052>

Donnelly Energy is an Equal opportunity Employer

