



## Lighting Retrofit Auditor

### Job Scope

The Lighting Retrofit Auditor works closely with the Business Development Team to ensure accurate project documentation and site condition audits as needed daily and tracks related information as required.

### Responsibilities

- Conduct and verify on-site lighting retrofit audits.  
Ensure all project documents provided to the Estimators are correct and complete.  
Upload project documents and audits.  
Interface with the Project Managers and Coordinators to ensure all projects are approved for construction.  
Check the audit calendar/queue daily to add and track new scheduled audits.  
Interface with team members on projects.  
Coordinates and Tracks area lighting audits and projects. Enters area lighting measures into proposal templates and audit software.

### Requirements

- Associate's Degree preferred but not required.  
Lighting experience: 1yr (required)  
Energy Efficiency experience: 1yr (required)  
Valid Driver's License  
Must be able to travel  
Ability to multitask while staying organized  
Strong verbal and written communication skills  
Positive customer service skills

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.