



Utility Rebate Specialist

Job Scope

The Utility Rebate Specialist will be responsible for researching local and national utility incentive programs, submitting rebate applications, coordinating site inspections, creating invoices, and processing payments in an administrative capacity for Facility Solutions Group's National Accounts team. The ideal candidate will be self-motivated, well-organized, and research-oriented, able to work various shifts to ensure the success of projects.

Responsibilities

- Research and apply for applicable utility rebates in a given market.
Pull specification sheets and verify products are listed with DLC.
Coordinate site inspections with utility companies and customer contact.
Create rebate quotes for potential projects.
Track the progress of rebates with utility companies.
Process incoming rebate payments for disbursement to customers.
Prepare reports to track project rebates.
Become certified with utility companies to administer rebates.
Communicate with the Projects Department, Financial Department, and Pre-Sales Department regarding the needs and status of rebates.

Requirements

- High School Diploma or General Education Degree
Must be proficient in Excel and Adobe Reader
Ability to multitask while staying organized
Strong verbal and written communication skills
Positive attitude and team-oriented
Experience in energy and utility rebates is a plus!