

**Posting Date:** August 12<sup>th</sup>, 2024  
**Job Title:** Sales and Project Coordinator  
**Location:** Southwestern Ontario, with potential for remote work  
**Company:** Circuit Lighting

**About Us:**

Circuit Lighting is a leading provider of innovative lighting solutions, specializing in energy-efficient systems, smart technologies, and comprehensive project management services. We serve clients across various industries, including commercial, institutional, and industrial sectors, with a strong presence in Southwestern Ontario and a growing footprint nationwide.

**Job Summary:**

We are seeking a motivated and detail-oriented individual to join our team as a Sales and Project Coordinator. In this role, you will be responsible for generating new business leads, managing inside sales activities, and coordinating projects to ensure successful delivery of our services. This position requires a strong blend of sales acumen, organizational skills, and the ability to manage multiple tasks in a dynamic environment.

**Key Responsibilities:**

- **Lead Generation:**
  - Identify and qualify potential leads through research, outreach, and networking.
  - Develop and maintain a pipeline of prospective clients within the lighting, energy, and smart technology sectors.
  - Collaborate with the marketing team to execute lead generation campaigns and track their effectiveness.
- **Inside Sales:**
  - Manage the sales process from initial contact to closing, including preparing quotes, proposals, and contracts.
  - Maintain relationships with existing clients and identify opportunities for upselling and cross-selling.
  - Provide product information, technical specifications, and recommendations to clients.

- **Project Coordination:**

- Assist in planning, scheduling, and coordinating project activities to ensure timely and successful execution.
- Liaise with clients, suppliers, and internal teams to ensure clear communication and alignment on project goals.
- Track project progress, monitor deadlines, and report on status to management.

**Qualifications:**

- **Educational Background:** A technical diploma or degree in electrical engineering, lighting design, or a related field.
- **Experience:** Minimum of 2 years of experience in lead generation, inside sales, or project coordination, preferably within the lighting, energy, or related industries.
- **Skills:** Strong communication and interpersonal skills, excellent organizational and time-management abilities, and proficiency in CRM software, Microsoft Office Suite, and project management tools.
- **Other Requirements:** A valid driver's license and access to a vehicle are required for this role.
- **Personal Attributes:** Self-motivated, proactive, and able to work independently as well as part of a team.

**What We Offer:**

- Competitive salary and benefits package.
- Opportunities for professional growth and development within a dynamic and expanding company.
- A collaborative and supportive work environment.

**How to Apply:**

Interested candidates are invited to submit their resume and cover letter to [info@circuitlighting.ca](mailto:info@circuitlighting.ca), Please include "Sales and Project Coordinator" in the subject line.