

Job Title: Area Manager
Reports To: CEO/COO
Location: District Office as Assigned
Current Locations: Houston, Texas, Florida, Atlanta

SUMMARY

Standard Renewable Energy (“the Company”) is engaged in providing energy management services, HVAC and renewable energy solutions for the residential housing and light commercial building markets.

As an Area Manager you will have the responsibility to implement key business metrics, measure performance, lead continuous improvement teams and drive change within the department, including responsibility for managing local daily operations, maximizing customer satisfaction, and ensuring delivery of quality services while achieving set goals for revenue, profitability, and contract renewals through effective management & coordination of personnel, equipment & facility resources.

RESPONSIBILITIES

This position is responsible for:

- Implementing operational processes within the organization; provide leadership, direction and goals for an area management team (AMT).
- Providing current monthly revenue projections.
- Ensure that the AMT is making schedules daily and weekly so that the direct labor expenses are in direct relationship to revenue.
- Review sales backlog monthly and helps determine the proper time frame that the work will be constructed in the backlog.
- Give prompt and proper direction to Project Managers as needed.
- Support Project Managers to enable them to achieve top performance and that of their team.
- Attends pre-job conferences to ensure full understanding of the project scope.
- Assumes responsibility for job profitability.
- Adheres and enforces all company safety policies and procedures.
- Manage department priorities.
- Balance quality, productivity, cost, safety and morale to achieve results in all areas. Work to *continuously improve* in all areas.
- Other duties as assigned.

QUALIFICATIONS

This position requires:

- 5-10 years of related work experience in the service industry.
- Leadership: a demonstrated ability to lead people and get results through others.

- Measurement of performance to company goals and standards and establishment of targets for improvements in safety, quality, cost, delivery and employee relations.
- Management: the ability to organize and manage multiple priorities
- Technical skills in materials and inventory management, production scheduling, and preventive maintenance.
- Problem analysis and problem resolution.
- Excellent interpersonal and communication skills.
- High performance teams and a strong team player.
- Bachelor's degree.

COMPUTER SKILLS:

To perform the job successfully, an individual should possess proficient skills in MS Office applications, spreadsheet software, e-mail software and use of the Internet.

SUPERVISORY RESPONSIBILITIES

This position requires the supervision of divisional operations including sales, project and audit managers, design and engineering staff within Standard Renewable Energy. The candidate must be goal oriented and team focused.