

Leff Electric is a \$90 million electrical supply distributor headquartered in Brooklyn Heights, Ohio. We are a strong, stable company that has been in business for over 90 years, and we continue to invest in the future of our organization in order to remain a progressive leader in the marketplace. For more information, go to our Web site: www.leffelectric.com.

We are currently looking for a National Account Project Manager to join our team. This person will be required to:

- Manage all day to day functions
- Insure that all problems are solved on a timely basis
- Develop relationships with customers, vendors, suppliers, architects, other departments
- Oversee and stream line department processes for effectiveness
- Become the go to person for answers
- Keep the Department Director and Sales person(s) up to date so there are no surprises
- Learn product
- Safeguard department communication guidelines

National Accounts Department offers a fun, fast-paced environment that recognizes and rewards its employees with a variety of benefits:

1. Competitive wages
2. Medical and dental insurance
3. Life and short term disability insurance
4. 401(k) plan
5. Performance recognition programs

Experience Required:

1. Ability to work independently
2. Highly motivated and energetic
3. Excellent verbal and written communication skills
4. Working knowledge of Microsoft Office tools
5. 2+ years experience in lighting design or lighting layouts a plus.