



POSITION ANNOUNCEMENT

Facilities Management Advisor *Deadline for Application: August 17, 2018*

Cooperative Educational Services Agency 10 (CESA 10) is looking for an individual to serve as a full-time Facilities Management Advisor to be based preferably on the eastern side of Wisconsin. The advisor will achieve financial and operational viability through the direct sale of department products and services to and in consultation with existing and potential clients and trade allies. The person in this position will work with department and specified partner contractor personnel in the development, implementation, and successful delivery of the Facilities Management offerings in order to exceed all department goals and benchmarks. Duties and responsibilities may vary periodically in relation to department goals and assigned functions.

The ideal candidate will have completed a four year degree in a related field and two or more years of work experience in a similar position (electric or natural gas utility industry, facilities management, HVAC design, energy equipment sales, commercial and industrial lighting, or conservation and energy management). The preferred candidate will have one or more years of experience working with customer account management. The individual must have the ability to complete the Certified Energy Manager certification preparation course within six months of hire and pass the exam. Exceptional interpersonal, oral and written communication, organizational, and analytical skills as well as experience using Microsoft Office Suite are desired. The successful candidate must be a "take charge" type of person who can work effectively with groups as well as individually and can assume a "leader/facilitator" type role. Good investigative and solid problem solving skills would be a plus. Evening and overnight travel required.

Duties include:

- Achieve contracted sales and service goals and maintain pipeline toward future goal achievement.
- Maintain current and on-going relationships with assigned customer base.
- Manage multiple tasks/projects simultaneously.
- Provide outreach communications and presentation as requested and assigned.
- Ability to handle customers of various types and sizes, and use available resources to ensure excellent customer service.
- Effectively and timely communicate relevant information to supervisor.

This is a full time, salaried position. Pay will commensurate with experience. An excellent benefit package will be provided which includes health, dental, life and disability insurance, retirement benefits, Wisconsin Retirement System pension, and paid time off. Interested applicants should send a cover letter, resume, salary history and three (3) letters of recommendation to lmcmahon@cesa10.k12.wi.us . Deadline for applications will be August 17, 2018.

Human Resources
725 W Park Ave, Chippewa Falls, WI 54729

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.