

## **Solar Coordinator, Operations**

### **Job Profile**

The position requires an individual with a technical background who has knowledge of operating state-of-the-art rooftop solar systems. As a key member of Potentia's Operations team, you will be responsible to ensure that all operational activities are coordinated effectively with all stakeholders. As a highly motivated individual with very good organization, technical, and communication skills, you will work with a team of professionals to deliver superior service. The "ideal" candidate will come from a renewable background and bring with them administrative and technical expertise that can be built upon within Potentia.

**Reporting to the Vice President of Operations, primary responsibilities for this position include the following:**

- Manage, Create, Track and Issue purchase orders for the operations team
- Provide coordination between both internal departments and external organizations
- Establish relationships with all Potentia's stakeholders
- Accountable to track and document all identified stakeholder concerns
- Liaison with landlords for maintenance activities
- Manage electronic information system for Operations
- Coordinate and track all corrective and preventative maintenance activities
- Ad Hoc administrative tasks as requested
- Project control for operational projects
- Record and maintain warehouse inventory

### **Desired Skills & Experience**

The ideal candidate must be able to operate in a fast-paced, high-growth work environment and operate entrepreneurially to accomplish deliverables. Potentia's employees relish a challenge and look forward to exercising creative freedom to accomplish new tasks.

**The Successful candidate will possess the following combination of experience, knowledge, and skills**

- Technical Degree or equivalent experience is an asset
- Minimum 2 years of experience in administration and project coordination in the renewable energy industry
- Technical knowledge in the operations and performance of rooftop solar sites
- Excellent interpersonal and communication skills both written and verbal
- Detail oriented with the ability to handle multiple projects simultaneously
- Have a self-motivated, organized, precise, and thorough work effort.

Please send your resume to: [hr@potentiarenewables.com](mailto:hr@potentiarenewables.com)

