

EVOLVSOLAR JOB DESCRIPTION

SOLAR PROJECT COORDINATOR

EVOLVsolar is total service solar energy provider. Our main focus is on custom designed solar installations for residential, commercial and farm use. We are looking for a Solar Project Coordinator to join our team. This is an excellent career opportunity for the right individual, with outstanding growth potential. We are committed to sustainability at all levels of our organization, and believe that our success as a company depends on the success of every team member.

The right candidate for this position will be a highly motivated self starter that can learn the basics of solar PV installations, use our software program to model solar installations and coordinate project details. The Solar Project Coordinator will work with others within the office, as well as the people in the field to ensure that each job is completed in a timely and professional manner.

Start Date: ASAP

Duties and Responsibilities:

- Coordinating job execution with multiple stakeholders including the utility, electrician, suppliers and the customers.
- The Technical Service Representative is responsible for providing the highest quality of customer support through phone, e-mail and in person communication.
- Duties include ensuring the customer is informed and happy with the process from start to finish, quoting jobs,
- Develop solar PV quotes in our quoting software as well as other documentation as required from templates.
- Provide technical assistance to field personnel

Qualifications:

- Excellent interpersonal and communication skills are required
- Must be very organized and detail-oriented
- Proficiency in Microsoft Office Suite is required
- Must be able to manage multiple projects at once
- Previous project coordinator / management experience will be seen as an asset
- Previous solar experience will be seen as an asset

EVOLVsolar offers a competitive compensation package to be discussed upon hiring