

Position
Energy Technology Sales & Administrative Assistant

Department
Energy Technology & Engineering

To Whom the Position Reports

Director of Energy Technology & Engineering

Summary

Provide administrative support for Solar Electric (PV) systems Sales, Design, and Installation teams. Communicate with client from initial call, through project completion, and into service contract coverage of installations.

Specific Responsibilities

1. Assist with PV sales lead intake and entry into CRM, perform “desktop” site analysis to determine available solar resource, create initial financial analysis of necessary to create initial proposal for installation of PV system.
2. Process solar site assessment field notes to create contract proposals.
3. Process administrative documents necessary in the procurement of utility and building permits, solar loan approvals, SMART program, etc.
4. Create and maintain various recurring reports for ET&E department, management, clients, vendors, and others.
5. Participate in, and take minutes for, department meetings, and contribute to departmental needs and growth.
6. Archive project data at job completion and maintain data for future service work.
7. Use SMC standard information technology including web-based applications, consistent and timely electronic communications, consistent and proper electronic record keeping, and cell phone protocol.

Committee Membership

Department, Company Meetings

Immediate Subordinates

Not applicable

Qualifications, Skills & Knowledge Requirements

1. Excellent organizational and analytical skills.
2. Strong writing capabilities.
3. Expert with Windows and Mac platforms, Word, Excel, PowerPoint, and aptitude for learning new software.
4. Aptitude and comfort working in a collaborative team environment, providing ideas, and being open to feedback.
5. Prior sales experience a plus.

Licensing and Professional Associations

Not applicable

Physical Requirements

Compensation and Benefits

Full-time position with full benefits
Wage range: Associate

Possible Career Path Options

PV Project Manager, Director of Energy Technology & Engineering