

**Position**  
**Energy Technology & Engineering Administrator**

**Department**  
**Energy Technology & Engineering**

**To Whom the Position Reports**  
Director of Energy Technology & Engineering

**Summary**  
Provide administrative support for our solar energy systems teams (sales, design, and installation). Communicate with client from initial call, through project completion, and to service contract coverage. Assist other teams within the Energy Technology & Engineering department.

- Specific Responsibilities**
1. Assist with solar energy systems sales intake and entry into CRM.
  2. Create initial proposals for installation of solar energy systems using preliminary financial and “desktop” site analyses.
  3. Create contract proposals from solar site assessment field notes.
  4. Process administrative documents necessary in the procurement of utility and building permits, solar loan approvals, SMART program, etc.
  5. Create and maintain various recurring reports for ET&E department, SMCo management, clients, vendors, and others.
  6. Participate in, and take minutes for department meetings, and contribute to departmental needs and growth.
  7. Archive project data at job completion and maintain data for future service work.
  8. Use SMCo 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**  
Energy Technology Services Project Manager