



Administrative Assistant

Target Responsibilities and Competencies: Customer Service

- Interact with customers and provide timely, proactive, and reliable customer service and sales support
- Answer phone, return calls, take messages, screen communications
- Make outbound calls and build relationships with existing and potential solar clients
- Compose, prepare, and proofread correspondence such as emails
- Record contact information and customer details on CRM and digital databases

Target Responsibilities and Competencies: Administration and Support

- Maintain an organized office calendar and schedules meetings and appointments as needed
- Perform errands (e.g. post office) to purchase, drop off, or pick up supplies
- Support and self-manage special projects to include research, summary reports, applications, etc.
- Process and log accounting related items such as invoices, payments, billing, etc.
- File, organize, and maintain hard and soft copies of company documents
- Conduct office maintenance and housekeeping
- Monitor and restock office supplies

Target Responsibilities and Competencies: Outreach and Technology

- Manage and produce media across social media accounts
- Develop marketing materials as-needed
- Troubleshoot technical issues with client solar systems and monitoring company
- Demonstrate proficiency in Word, Excel, Microsoft Suite, Microsoft Teams, Gmail, Google Drive/Docs, Google Calendar, iCloud, Adobe Photoshop, Adobe Acrobat, Zoom, and more
- Experience with both PC and Mac computers

Self-Directed Learning and Competencies: Growth and Leadership Development

- Demonstrate strong integrity and exceptional commitment to Sphere Solar Energy values
- Ability to self-manage, track progress, and report back to team
- Practice initiative and prioritization, with organization of workload
- Strong attention to detail all within a fast-paced work environment
- Use creative problem solving to seek out solutions actively and collaboratively with teams
- Demonstrate and embrace a growth mindset when collaborating with diverse teams
- Detail-oriented, punctual, and interested in technical knowledge related to solar PV systems, equipment, installation process, contracting, cost estimating and sales

Minimum Qualifications

- Excellent presentation and writing skills
- Excellent computer competency and high WPM
- College-level education or equivalent

Desired Qualifications

- 2+ years of administrative experience
- Construction industry experience
- Project management experience

Work week: Part time or full time

Location: Office and field

Rate of pay: \$18.00-\$25.00 DOE