



Project Coordinator

Target Responsibilities and Competencies: Installation and Project Coordination

- Develop and update installation schedules each week, and maintain monthly projections
- Fill out and submit applications and pay fees to pull permits and interconnection agreements
- Create material lists, reserve and order materials, and schedule deliveries with suppliers
- Produce and assemble installation documents into site packages for field team
- Research jurisdiction and utility application, permitting, and installation requirements
- Schedule site visits, installations, and inspections with clients and utilities
- Troubleshoot and resolve issues with client systems, including dispatching field team
- Account and audit project and field purchases of materials and supplies

Target Responsibilities and Competencies: Collaboration with Field Team

- Coordinate with field team for absences, project updates, daily reports, project estimates
- Collect documents from the field team including receipts, reports, installation maps, project estimates
- Facilitate regular reviews, field team meetings, and safety trainings. Provide technical troubleshooting as-needed
- Monitor and uphold compliance and condition of company vehicles, monitor van stock and supplies
- Monitor legal requirements, safety requirements, licenses, policy compliance of field team
- Document and review installation, troubleshooting, electrical code, and performance notes
- Oversee and audit employee time punches and entries
- Run errands and deliver materials for installations and field team as-needed

Target Responsibilities and Competencies: Administration

- Support and self-manage special projects to include research, summary reports, applications, etc.
- File, organize, and maintain hard and soft copies of company documents
- Interact with customers and provide timely, proactive, and reliable customer service
- Demonstrate proficiency in Word, Excel, Microsoft Suite, Microsoft Teams, Gmail, Google Drive/Docs, Google Calendar, iCloud, Adobe Photoshop, Adobe Acrobat, Zoom, and more

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
- Project management experience or education

Desired Qualifications

- 2+ years of administrative experience
- Construction industry experience

Work week: Full time, 7:00 AM – 3:00 PM

Location: Office and field

Pay: \$24-30 DOE