



Solar Energy Analyst/ Admin

Job details

Salary
\$25 to \$30 an hour
Job Type
Full-time
Number of hires for this role
1+

Qualifications

- NABCEP (PV Technical Sales Professional Credential) not required but a bonus.
- Previous Solar Industry Experience ideal.
- General office experience.

Full Job Description

Job Description:

Full-time position requiring a skilled technical analyst to perform Administration, Solar PV modeling calculations and initial design in support of Sales Team. We will provide on the job training, experience desired but not required.

The SEA will: coordinate with customers and sub-contractors, support office staff and field members, complete all requirements to fully support sales and ensure probability of closing of sale while proficiently communicating and updating project status with operations management staff.

Responsibilities:

- Gathering client energy data and efficiently entering into provided calculation tools.
- Ability to research and analyze utility bill information including: rate code, demand and TOU.
- Calculate impact of Solar PV system under varying scenarios.
- Determine roof/ground space availability of Solar PV system using provided tools.
- Create layouts and evaluate Solar production of current PV systems installed by ECG Solar, LLC using provided tools.
- Build project plans to include details of proposed Solar PV project using provided tools.
- Provide initial response to potential client production issues.
- Support ECG Solar, LLC with proper paperwork, service tickets and equipment warranty process, permits, project close out, tax credits, etc.
- Provide phone and clerical assistance to entire ECG Solar, LLC Team as needed.
- Build service orders, scheduling and billing.
- Build company project Profit/Loss statements, bidding and pricing out equipment and materials.
- Additional duties as needed, filling out permits, project scheduling, ordering materials.
- Other duties as assigned.

Educational, professional and/or other requirements:



- Min High School Diploma or GED.
- A minimum of two years' previous solar installation experienced highly desired
- Ideally have experience and knowledge of the construction and utility industry
- Well experienced with Microsoft Windows and Microsoft Office Suite: MS Word, MS Excel, MS Outlook
- Professional appearance and excellent customer service and phone skills.
- Great attention to detail.
- Ability to learn specific software tools including: Energy Periscope, Helioscope, PVwatts,
- Ability to effectively communicate technical results to ECG Solar, LLC sales/engineering team and supporting partners.
- Ability to multi-task and work in a dynamic environment and industry.
- College degree in energy, sustainability, engineering or equivalent desired but not required.
- Accounting, HR, Office Admin, Customer Service experience a huge Plus.
- Good Attendance and being prompt with attention to details.
- Maintain valid Driver's License and clean driving record (MVR pull program mandatory).
- Ability to innovate and improve operations and solve complex problems.
- Thrive in a team environment.
- High integrity and enthusiasm and a genuine desire to excel oneself and the company!

Physical Requirements:

While performing the duties of this job, the employee is frequently required to do the following:

- Must have full range and mobility in upper and lower body; ability to work in various positions & environments, including, but not limited to, stooping, standing, bending, sitting, kneeling and squatting for extended periods of time.
- Working conditions require being exposed to indoor and occasional outdoor weather conditions.

Benefits for Full-Time Positions:

- Competitive hourly wages with benefits.
- Career path opportunities for top performers.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Job Type: Full-time

Pay: \$22.00 to \$25.00 per hour

Benefits Available:

- Dental insurance Available
- Health insurance Available
- Referral program
- Tuition reimbursement
- Vision insurance Available

Schedule:



- Monday to Friday 7:30am to 4:30pm
- Overtime

Experience:

- Residential / Commercial Solar Sales/Admin or similar: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location:

- Anamosa, Iowa office, serving Eastern and Central Iowa, South East Minnesota, South West Wisconsin, Northern Illinois.

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- Team-oriented -- cooperative and collaborative

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Must reside within 40min of office location, Anamosa, Ia.

Company's website:

- www.ecgsolar.com

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Apply by resume:

info@ecgsolar.com

9663 230th Ave, Anamosa, IA 52205