



JOB TITLE: Project Coordinator (Solar)

JOB ID #: PS-PC

LOCATION: Roseville, CA 95661

POSITION TYPE: Full-Time, W-2 Employee

COMPENSATION: \$35K-45K/year DOE

"I'm a firm believer in serving employees first. If we take care of our employees and have a true concern for providing those families with a decent living, then those employees will take care of our customers." Hayes Barnard, Owner

OVERVIEW:

Paramount Solar is seeking a self-motivated and hands-on project management professional to coordinate residential PV solar installations from initial contract signing to physical installation of the system on the customer's home. Detailed responsibilities include:

- Work with residential PV solar clients and subcontractors on the following:
 - Ensure total customer satisfaction throughout the entire installation process
 - Schedule all work to be completed with various subcontractors
 - Manage project change orders when necessary
 - Provide overall coordination with subcontractors, inspections, permits, etc.
 - Manage project to specific deadlines to ensure installation is completed as soon as possible to minimize lag time
 - Increase referrals by asking for them at every point of contact, creating new opportunities
 - Maintain constant communication with all parties
- Manage the project budget to ensure compliance
- Minimize cancellations by continuing constant contact post close
- Work directly with installers to conference clients in to schedule site audits and installations
- Notify sales staff immediately if any sales issues occur
- Review all designs, engineering, proposals, budgets and submittals between sub-contractors and Paramount Solar
- Manage outward facing safety procedures and protocols.
- Mediate disputes between sub-contractors and Paramount Solar

REQUIREMENTS:

- Bachelor's degree in Business, Construction, Engineering or a related field; MBA desirable
- Minimum of 2-5 years of experience in construction project management; PV solar installation and electrical wiring configuration experience a plus
- In-depth knowledge of residential construction including practices and sequence of work from both a field and office perspective
- A strong understanding of construction contracts, subcontracts, bid process and managing matrixed project teams
- Proficiency with all MS Office applications (Word, Excel, PowerPoint, Outlook, etc.)
 - MS Excel Certification highly preferred
 - Experience with construction and project management software programs preferred (Sage 100 Contractor/Master Builder, Sage 300 Construction and Trade Specialty/Timberline, Oracle Primavera, etc.)
- Ability to work independently to meet project requirements with minimal supervision
- Highly intelligent with a strong aptitude to learn new things easily
- Excellent communication (oral and written) and customer service skills
- Precise attention to detail

BENEFITS:

- Medical, Dental, and Vision Insurance Plans for Employees and Family
- Voluntary Term Life Insurance and Accidental Death and Dismemberment Insurance Plans
- Voluntary Long-Term Disability Insurance Plan
- Aflac Supplemental Insurance Plans
- 401(k) Retirement Plan
- Flexible Spending Accounts for Medical and Dependent Care (Cafeteria Plan / Section 125)
- Section 529 College Savings Plan
- Aggressive employee referral program that rewards you financially for referring top-performing employees ("Families Helping Families" Employee Referral Bonuses)

ABOUT US:

Paramount Solar, a division of Paramount Equity, was created to save homeowners money by converting their homes into personal power stations using photovoltaic (PV) solar technology. The company makes going solar simple by delivering a one-stop, streamlined process for securing solar financing, custom design, solar installation, permits, rebate paperwork and ongoing solar system monitoring. We have been awarded the [A+ Employers' Award by the Sacramento Business Journal](#) on multiple occasions (2006, 2007, 2009, 2010, 2011 & 2012) as an exceptional place to work. We continue to maintain an "A" ranking as an Accredited Business with the [Better Business Bureau](#).

If you would like to apply to this position, please contact your Applicant Coordinator at:

Last name begins with A-K: 916-854-3881

Last name begins with L-Z: 916-854-3882