

OPERATIONS ADMINISTRATOR

LOCATION: Jessup, MD

SALARY: mid 30s

POSITION DESCRIPTION: This position is threefold in nature: Incentive/Interconnection Specialist, Office Coordination and Construction Administrator. This position is responsible for timely and accurate submission and completion of customer incentive and Net Metering applications.

This position acts as company's primary contact with the various State agencies and Utilities who grant incentive awards and approve applications.

This position is responsible for timely and accurate entry of residential job information to the database, including key incentive milestones as well as sales entry. This position is responsible as the office coordinator of the location in which they reside (not applicable to the Corporate Headquarters location) as well as a construction administrator for the same region.

QUALIFICATIONS: TECHNICAL REQUIREMENTS:

Must have thorough understanding of a variety of state and federal programs designed to provide incentives to groSolar's residential customer base, and be able to keep abreast of program changes as they roll out. Needs to have a basic understanding of Solar PV Electronics terminology: efficiency, watts, volts, amps, stringing, etc.

REQUIRED/DESIRED SKILLS:

Strong organizational aptitude, verbal and written communication and planning skills are required for this position. Additionally, patience, accuracy and precision are essential qualities for this position. This is a detailed paperwork processing position that frequently requires the ability to shift priorities with little notice. The ability to convey technical details to customer base in a clear and concise fashion is needed for this position. Comfort and ease in working with automated systems, database, standard MS-Office tools (Word, Excel).

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

High School Diploma is required. Ideally will have an Associate's degree in a business discipline; Bachelor's degree preferred. A minimum 3 years experience in an office administrative environment; customer service experience is highly desirable.

SPECIAL SKILLS:

An Introductory knowledge and understanding of solar industry, how solar energy works, basic understanding of system components and functionality is preferred.

For more information, or to apply now, you must go to the website below. Please do not email your resume to us as we only accept applications through our website.

<http://grosolar.iapplicants.com/ViewJob-72295.html>