



Inside Sales and Project Administrator – Marin, Sonoma, Napa

If you want to expand & evolve your career, we are looking for a professional who can work simultaneously on multiple projects in multiple capacities. Collaborating with a team of seasoned industry veterans, this position will involve working with the team on every phase of residential PV projects, from initial contact to utility interconnection.

We are recruiting an intelligent, educated, charismatic, professional who is grounded and stable, and who wants to work directing a team of professionals to close profitable deals in an ethical manner.

The Inside Sales and Project Administrator duties will include:

- Facilitate and support presale design and proposal development of potential clients.
- Receive customer intake then manage and maintain accurate records in Salesforce.
- To provide administrative support for projects that aid in increasing the effectiveness of the division.
- Coordinate job folders & department filings then compile supporting documentation for Owner's Manuals
- Maintain consistency and document work flow to increase department's efficiency
- Assist in providing necessary project documentation between PG&E, Building Dept. and clients.
- Assisting in developing new leads that convert into customer
- Create weekly revenue and sales report
- Gain full knowledge of presale solar contract and project scope

Desired Qualification:

- Bachelor's degree in Business Admin, Design or similar, with at least two years related experience
- Proven management professional with analytical skills and consultative style
- Experience with Salesforce, Sketchup, MS Office Suite
- Aptitude for solar system design, and a basic understanding of construction practices
- Great interpersonal and customer relation skills
- Attention to detail
- Knowledge of current incentives, utility rate structures, and solar equipment (panels and inverters)

Benefits:

- Compensation package includes a base salary and additional earnings tied to residential PV revenue
- ESOP - 100% Employee Owned Company
- Medical (including PPO, HMO and HSA options), Dental and Vision coverage
- 401K retirement account options
- Opportunity to work for a company that's changing the world, one roof top at a time

A 100% Employee Owned Company, and in business since 1984, **SolarCraft** is continually being acknowledged as a "Best Place to Work in the North Bay". Voted the "Best of Marin" for the past 6 consecutive years, **SolarCraft** is well regarded for our highest quality custom built solar installations & expert craftsmanship. We pride ourselves on exemplary customer service to our discerning clientele.

E-mail or fax only

Cover letter and resume to:

cstromberg@solarcraft.com

Fax: (415) 382-0592