



## **Residential Project Coordinator**

SunBug Solar is a leading Massachusetts solar energy provider, with over a decade of experience delivering high-quality work and outstanding customer service to businesses, residents, and non-profits throughout the Northeast. We are driven by a commitment to building a healthier energy system, creating a great place to work for our employees, and giving back to the communities we serve.

### **Position Overview**

SunBug Solar is looking for a high impact individual to join our team as a Project Coordinator. The successful candidate must be comfortable interfacing with a wide variety of stakeholder perspectives and responding to issues as they arise. The project coordinator will engage SunBug clients as they move projects from contract to completion. The ideal candidate will demonstrate initiative, possess excellent communications skills, and be able to effectively switch between the details and the bigger picture.

### **Primary Responsibilities:**

- Serve as the client representative throughout the design, permitting, installation, and closeout phases
- Keep track of key milestones and ensuring effective project progress
- Provide an outstanding customer experience in alignment with SunBug's reputation
- Communicate effectively with project stakeholders including clients, program partners, contractors and coworkers throughout the project
- Respond to client concerns and other issues in a professional and timely manner

### **Qualifications:**

- One year of project coordination experience in a fast-paced high-volume setting, preferably in solar
- Excellent verbal and written communication skills
- Strong organizational capacity, with the ability to concurrently address issues across multiple projects in multiple stages
- Critical thinker and problem solver
- Strong attention to detail with a desire for continuous improvement
- Excellent time management skills

### **The successful candidate will be:**

- A collaborative team player
- Responsive to internal and external stakeholders

- Able to oversee the successful delivery of high quality solar and storage projects
- Passionate about solar and about delivering outstanding customer service
- A quick learner with a highly effective communications style with a focus on integrity, professionalism, optimism and energy
- A reliable individual who is able to contribute to an inclusive, generative working environment

Job Type: Full-time

**Benefits:**

- An exceptional working environment
- Health insurance
- 401(k) program with company matching
- Paid time off
- Professional development assistance

SunBug Solar is an equal opportunity employer. All employees will support diversity and inclusion in the workplace while interacting in a way that is free from discrimination.