



## **Residential Solar Sales Assistant, Eastern MA Office**

SunBug Solar is a leading Massachusetts solar energy provider with over a decade of experience delivering high-quality craftsmanship and outstanding customer service to businesses, residents, non-profits, and landowners throughout the Northeast. As a Certified B Corporation, 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 an energetic individual to support our residential sales and design efforts as we continue to grow our market presence. The successful candidate must embody SunBug's education-based, friendly and practical approach to working with customers. This full-time role is based out of our Woburn office and includes approximately 50% office and 50% field work. The role offers the direct hands-on experience needed to become a fulltime Photovoltaic Sales and Design Consultant at SunBug.

### **Primary Responsibilities:**

- Qualify incoming opportunities on the phone and via email
- Educate customers, broadly, on the benefits of solar
- Track potential customers through web-based software
- Assist Photovoltaic Sales and Design Consultants with site evaluation software (ex. Aurora, Helioscope)
- Engage in site audits to gather electrical and structural information for residential sites
- Fly drones to gather roof measurements and site efficiency readings for residential sites
- Aid in the generation of solar designs and cost estimates.
- Input project documentation into the Company's proprietary database.
- Assist sales staff with contracts and change orders as required.
- Manage customer financing process with SunBug's lending partners.
- Work with the Accounting and Operations teams facilitate payments in a timely fashion.
- Research as needed into specific products and technologies

### **Qualifications:**

- Three years of experience in a sales, marketing, or customer support role
- General working knowledge of residential home construction

- Well organized with a keen attention to detail
- Proficient at multitasking in a fast-paced environment
- Ability to prioritize across a diverse set of constituents
- Strong technology skills including proficiency across the Microsoft office suite and CRM applications

**The successful candidate will be:**

- A quick learner with a highly effective communications style based on exceptional levels of integrity, optimism and energy.
- A team player who effectively communicate in person and remotely with multiple teammates.
- Passionate about delivering outstanding customer service both internally and externally.

**Preferred but not required:**

- A four-year college degree.
- Direct solar, electrical, or construction experience is not required but success will require developing a working knowledge in these areas.

**Benefits:**

- 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.

Qualified candidates please submit your resume to [jobs@sunbugsolar.com](mailto:jobs@sunbugsolar.com)