



JOB TITLE: Solar Project Administrator

JOB SUMMARY: The Solar Project Administrator is focused on supporting Envinity’s staff by working with our design, estimating, permitting and procurement team. The position requires some administrative experience, proficient verbal and written communications and strong organizational skills. Ideal candidates will have experience in the construction or engineering industries namely with township code officials.

This is a full-time position with health, vision, dental, disability, retirement, paid time off and other benefits. Part-time positions can be considered. This can be a 50% work from home position.

JOB RESPONSIBILITIES MAY INCLUDE

- Communicate with local AHJ’s, verifying and tracking all permitting requirements including design specifications, permit lead times, points of contact and special requirements
- Coordinate logistics of permit delivery to corresponding AHJ’s
- Oversee the utility submission process to obtain notice to proceed and permission to operate
- Ensure project permit deliverables and timelines are successfully met
- Coordinate internal activities with appropriate departments to achieve deliverables (i.e. DEPP, client experience, operations, and sales)
- Identify and troubleshoot obstacles that may disrupt flow of work
- Generate client homeowner manual for each project
- Other solar administrative duties as assigned such as assisting with proposal development or special project initiatives

IDEAL CANDIDATE

- 1-year prior relevant experience but not required
- Proficiency in Microsoft Office
- High level organization skills, attention to detail and accuracy
- Experience in the construction or engineering industries
- Interest in creating a more sustainable and resilient future

APPLICANT SUBMITTAL

- Resume (*required*)
- Cover letter emphasizing experience

All interested applicants should make an initial submittal of a resume and cover letter to: Envinitycareers@envinity.com, subject: “Solar Project Administrator.”

Envinity is an equal opportunity employer. Our goal is to hire great humans regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Envinity highly encourages all women, minority groups, individuals with disabilities and veterans to apply. Applicants selected for our interview process must agree to DMV and criminal background checks.

