

SUNLIGHT SOLAR ENERGY JOB DESCRIPTION

Job Title: Office Coordinator

Office Location: Massachusetts

Supervisors Names: Director of Operations, Director of PR and Marketing

SUMMARY,

Sunlight Solar Energy, Inc. is one of the leading photovoltaic design and installation contractors in the United States and is committed to helping our customers make environmentally responsible buying decisions. All Sunlight Solar Energy team members should feel comfortable relaying and representing our company's mission to potential customers, existing customers, and program partners.

Office Coordinator is responsible for maintaining basic daily office operations (a sample of duties are listed below). Working with Director of Operations and Bookkeeper to manage branch's accounts receivable and accounts payable. Answering phone calls, pre-qualifying warm leads, and scheduling and confirming solar site evaluations. Assembling and distributing solar system owner's manuals to existing customers. This position requires customer communications and, thus, a positive, flexible, and customer-oriented demeanor.

Additional duties include assisting Director of Public Relations and Marketing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

- Maintain general office order and basic daily operations
 - Monitor and order office supplies
 - Record meeting minutes
 - Process and Receive ingoing and outgoing mail
 - Maintain company databases, including customer detail list
- Manage branch's accounts receivable and accounts payable under the supervision of the Director of Operations
- Answer incoming inquiries via phone or email
- Pre-qualify, schedule, and follow up with potential customers
 - Manage System Designers' calendars
 - Perform basic lead tracking
- Assemble system owner's manuals and distribute to existing customers
- Provide support to Director of PR and Marketing
 - Distribute press releases and promote events
 - Maintain online business and event listings
 - Contribute to blog posts and social media accounts
 - Update educational and marketing materials

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities at this time.