

# ELECTRICAL PROJECT COORDINATOR

## Position Overview

This position is responsible for the administration and coordination of residential electrical projects and providing excellent customer service to both our internal and external customers. The person in this position manages coordination and scheduling of residential electrical projects in solar installation, EV charger installation, and retro-fit installations. This position is responsible for scheduling the job with the customer/homeowner, commissioning the new solar systems when they are completed as well as educating the homeowner on how to operate their new system.

## TASKS & RESPONSIBILITIES

- Take incoming calls regarding electrical related projects
- Develop proposals for electrical jobs, with the assistance of the Electrical Administrator
- Perform EV site research
- Commission new solar units to customers
- Manage Sunset Air's PSE account regarding registering electrical information
- Prepare documentation for upcoming jobs and ensure that teams are informed and have all necessary material to perform the requested work
- Communicate scheduling, timelines, and expectations with customers
- Schedule walkthroughs
- Track jobs and company information as needed in Spectrum
- Obtain approval for Energize system
- Perform site visits to solar jobs
- Develop and maintain relationships with foremen and field personnel
- Assist in billing process

## REQUIRED QUALIFICATIONS

- Excellent verbal and written communication skills
- Possess the ability to establish relationships with customers and field employees
- Strong attention to detail
- Knowledge of the electrical/construction field is preferred
- Ability to analyze data for discrepancies and inconsistencies
- Strong time management skills with ability to prioritize
- Must be able to multitask and manage multiple projects at any given time
- Ability to represent Sunset Air in the highest level of professionalism
- Capable of effectively working with a variety of personalities
- Must be able to pass background check and drug screen
- Must hold a valid drivers license

**SCHEDULE:** Monday thru Friday  
7:30am to 4:30pm

**OVERTIME ELIGIBLE:** Yes

**BENEFIT ELIGIBLE:** Yes

**SUPERVISOR ROLE:** No

**REPORTS TO:** Electrical Administrator

**LOCATION:** Lacey, WA

**PAY SCHEDULE:** Corporate

**EDUCATION REQUIRED:**

High School Diploma or GED

## BENEFITS

Medical Insurance

Vision Insurance

Dental Insurance

Long Term Disability Coverage

Life Insurance

401K

Paid Time Off

Paid Holidays

Employee Discount