

Project Coordinator



SunPeak, an Engineering Procurement Construction (EPC) solar developer based in Madison, WI, is seeking a full-time Project Coordinator to join its Project Management Group. Exceptionally qualified individuals will have the opportunity to be a part of a company willing to invest in the right, motivated person for nearly unlimited growth potential.

Essential Job Functions:

- Support Project Management and Construction Management with corporate initiatives and project administration
- Maintain effective communication between all relevant departments and personnel
- Project scheduling utilizing Microsoft Project
- Purchasing or renting of project related items and equipment
- Organize, schedule, and provide travel arrangements for field personnel, and project management staff
- Assist with contract administration to include subcontractor engagement, gathering COI's and processing payments
- Clerical functions such as mailing, filing, filling out expense reports, and other administrative support tasks
- Inventory tracking and management
- Technical writing including Standard Operating Procedures (SOP)
- Assist with project permitting
- Collaborate with other corporate disciplines such as Construction, Safety, Marketing, Engineering and Executive Leadership when called upon
- Assist with daily project tracking as needed

Competencies & Qualifications:

- Minimum Associate's Degree or two years of equivalent work experience. Bachelor's degree preferred.
- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)
- Knowledge of MS Project preferred
- Self-directed organizational skills
- Detail oriented, with a macroscopic outlook
- Flexibility to take on multiple tasks in various areas
- Professional composure in all company contacts
- Excellent verbal communication and writing skills
- Knowledge of proper office procedures relating to bookkeeping, human resources, and corporate operations

SunPeak offers a competitive pay and benefits package.

We have taken the approach to cultivating our own leadership from within; and this a pivotal time to sign-on to the fastest growing commercial and industrial EPC solar developer in the mid-west. We want to invest in you.

Job Type: Full-time

Relevant Work Experience: 2 years (Preferred)

Work authorization: United States (Required)

Pay Frequency: Bi-Weekly

Interested candidates can submit a resume via email: careers@sunpeakpower.com

SunPeak is a leading, full-service solar photovoltaic developer specializing in commercial and industrial applications. Based in Madison, Wisconsin, the company works across the nation helping businesses, health care facilities, municipalities and educational institutions reduce their electrical costs and enhance their sustainability efforts using solar energy. SunPeak uses a value-added, comprehensive approach with its customers, partnering with them from the earliest stages to educate, assess, design, construct and ultimately maintain a solar installation through the expected thirty-year life of the system. By using only top-quality components and talent and managing every aspect of the process, SunPeak builds an unparalleled level of trust amongst its customers. For more information, please visit www.sunpeakpower.com.