

Project Coordinator



SunPeak, a nationally-recognized commercial solar developer based in Madison, WI, is looking for a full-time Project Coordinator to join its project management team. The ideal candidate will share our values of excellence and integrity and will be eager to learn, shape a key role, and contribute to the organization's ongoing success.

The Project Coordinator works directly with project managers and administrative team members to ensure project logistics and details are well-planned and executed. This position requires exceptional organizational, communication, and critical thinking skills.

Successful candidates will have an interest in sustainability and renewable energy, and will have an educational background in project management or possess similar work experience. This position is eligible for advancement opportunities within the organization.

Essential Job Functions

- Support Project Management and Construction Management teams with project coordination and administration tasks
- Maintain effective communication between relevant internal and customer personnel
- Schedule project resources for the jobsite including material and equipment delivery
- Assist field managers with crew assignments and transportation details
- Assist with contract administration, including subcontractor engagement, gathering certificates of insurance, and applying for permits
- Materials and equipment inventory tracking and management
- Collaborate with other corporate disciplines such as construction, project development, marketing, engineering and core leadership teams
- Document key work processes and educate others within the organization on them (creation and maintenance of Standard Operating Procedures)

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 Microsoft Project or other project management software preferred
- Self-directed organizational skills
- Detail oriented
- Flexibility to take on multiple tasks in various areas
- Professional composure
- Excellent verbal communication and writing skills
- Knowledge of proper office procedures relating to bookkeeping, human resources, and corporate operations

Compensation and Benefits

This is a full-time position. SunPeak provides a competitive compensation package including health insurance, life/disability insurance, dental, vision, paid time off, and 401K. Additional individual and/or team bonuses may also be available based on individual merit and/or overall company success.

More About SunPeak

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.

To apply for this position, please send a resume, cover letter and salary expectations to careers@sunpeakpower.com