

Administrative Assistant



SunPeak, a renewable energy company based in Madison, WI is seeking full-time Administrative Assistant to join our solar team!

Essential Duties and Responsibilities:

- Provide administrative support to Project Managers and Project Coordinators
- Collaborate with other corporate disciplines such as Construction, Safety, Marketing, Engineering and Executive Leadership when called upon
- Assist in receiving quotes and purchasing for equipment and project related items
- Assist with travel arrangements including flights, hotels, transportation etc.
- Clerical functions such as mailing, filing, complete expense reports and other administrative tasks
- Schedule meetings and maintenance appointments for company vehicles
- Schedule meetings for Project Manager and Project Coordinator, as needed
- Support Project Management with corporate initiatives and project administration
- Assist with contract administration to include gathering COI's and processing payments
- Inventory tracking and management
- Technical writing including SOP's
- Assist with project permitting
- Take meeting minutes for internal meetings, pre-construction meetings, job progress meetings, and other meetings, as needed
- Perform miscellaneous job-related duties as assigned

Qualifications

- Enthusiasm for renewable energy
- 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 a plus
- Knowledge of Procore a plus
- Self-directed organizational skills
- Detail oriented
- 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

Competitive pay and benefits.

Long term employment opportunity.

Job Type: Full-time

Experience:

- Relevant: 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.