



Solas Energy® Consulting US Inc.

Powerhouse Energy Campus
430 North College Avenue, Suite 425
Fort Collins, CO 80524

Are you looking to make a difference and propel the global transition to clean energy? Come start your career with a growing renewable energy small business with headquarters in Fort Collins, Colorado and Calgary, Alberta. Solas Energy Consulting is seeking a full-time employee for an administrative assistant position with the United States team. We provide consulting and construction management services for renewable energy projects across North America. Our expertise spans project development, project management, business development, and climate change policy analysis. With experience in renewable energy and climate change dating to the late 1990s, we have the depth and perspective required to help businesses navigate through the many issues associated with climate change policy and project development. Further information can be found at: www.solasenergyconsulting.com

ADMINISTRATIVE ASSISTANT

Position Overview

Solas Energy Consulting is seeking a bright, motivated, and conscientious individual for office administrative work on a full-time basis. Prospective applicants should have a passion for the environment and for renewable energy, a positive entrepreneurial attitude and strong computer and organizational skills. This position will expose the employee to utility-scale wind, solar, and battery energy projects; consulting services; project development; heavy construction; and other areas within the renewable energy industry. Depending on the skills and interest of the employee, there is potential to grow with experience.

Main Job Tasks and Responsibilities

- Act professionally as a representative of the company in all interactions with external clients and internal staff.
- Maintain organized database for lead and sales tracking.
- Maintain confidential electronic and hard copy filing systems.
- Create and maintain sales reports and key sales metrics.
- Support organization of all marketing collateral and digital assets to ensure materials are continually updated and accessible.
- Support organization and coordination of trade shows, events, and marketing programs.
- Prepare, manage, and verify expense reports and audit employee time entries.
- Perform administrative functions in support of office and job-site staff.
- Compose and prepare correspondence, reports, and other documents.
- Collaborate with senior staff, schedule, and facilitate weekly staff meetings; record, compile, transcribe and distribute minutes of meetings.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Respond to routine external correspondence.
- General clerical duties including photocopying, filing, mailing, maintaining office supply inventories, and coordinating maintenance of office equipment.
- Manage company insurance policies.
- Facilitate onboarding and offboarding of employees and other HR processes.
- Coordinate with multiple departments to ensure company operates smoothly.



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- Assist internal consulting and construction group with project setup including inputting estimates in time tracking software, assure contracts are executed, and assist with creating project budgets.
- Perform other duties as assigned.

Education and Experience

- Bachelor's degree in business or related field.
- 2 years of previous office administrative and/or sales experience.
- Strong work ethic and eagerness to learn and contribute.
- Experience with Salesforce or another CRM system a plus.
- Experience in commercial construction a plus.
- Experience with QuickBooks and basis accounting knowledge preferred.
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.

Minimum Qualifications

- Strong proficiency in MS Excel, Word, and PowerPoint.
- Internet skills including use of e-mail, group messaging, and research.
- Strong communication, organizational, and interpersonal skills; problem solving skills; ability to take direction.
- Must be a self-starter and able to take initiative.
- Numerical and literacy skills.
- Strong attention to detail; focus on accuracy, consistency, and quality of work; high degree of integrity and reliability.
- Knowledge of principles and practices of basic office management.
- Ability to write, speak, read, and understand English.
- Ability to pass a criminal and background check.

Key Competencies

- Passion for renewable energy.
- Very strong verbal and written communication skills.
- Strong attention to detail and focus on accuracy, consistency, and quality of work.
- Ability to prioritize and manage multiple tasks and flexibility in terms of assignments
- Customer service oriented.
- Functions well within a team environment.
- Organization and planning skills.
- Problem solving ability.
- Highly motivated.
- Reliable.



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Compensation and Benefits

- This is a full-time, hourly position. This position will be located onsite in Solas Energy's main office in Fort Collins, Colorado.
- \$19 – 25 per hour, depending on experience level.
- Benefits include medical, vision, dental, retirement, short-term disability, long-term disability, life insurance, AD&D, statutory worker's compensation, unemployment insurance, general liability, errors & omissions, activity reimbursement, paid vacation, and paid sick leave.

Disclaimer

This job description is not intended to be an exhaustive list of all skills and working conditions. It is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about the job. In no event shall the job description be construed to represent a contract of employment. Solas Energy Consulting maintains "at-will" employment, where either party is free to dissolve the relationship at any time.

Equal Employment Opportunity Statement

Solas Energy Consulting is an equal opportunity employer. Discrimination in the hiring or employment of individuals based on race, color, religion, sex (including pregnancy, sexual orientation, hair style, gender identity or gender expression), national origin, disability, veteran's status, age, or genetic information (including family medical history) is illegal and will not be tolerated. Solas Energy Consulting will provide reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

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