

SOLAR ENERGY ANALYST/ADMIN

Job Description

Full-time position requiring a skilled technical analyst to perform Administration, Solar PV modeling calculations and initial design in support of Energy Consultants Group, LLC Sales Team. We will provide on the job training, experience desired but not required.

Duties Include:

- Gathering client energy data and efficiently entering into provided calculation tools.
- Ability to research and analyze utility bill information including: rate code, demand and TOU.
- Calculate impact of Solar PV system under varying scenarios.
- Determine space availability of Solar PV system using provided tools.
- Create layouts and evaluate Solar production of current PV systems installed by Energy Consultants Group, LLC using provided tools.
- Build project plans to include details of proposed Solar PV project using provided tools.
- Provide initial response to potential client production issues.
- Support Energy Consultants Group, LLC with proper paperwork, service tickets and equipment warranty process, permits, project close out, tax credits, etc.
- Provide phone and clerical assistance to entire Energy Consultants Group, LLC Team as needed.
- Trade show attendance as needed. Minimum travel as needed.
- Additional duties as needed, banking, light book work, some AP and AR, filling out permits, project scheduling.

Desired Skills and Qualifications

- Ability to learn specific software tools including: [Energy Periscope](#), [Helioscope](#), [ACT! CRM](#), and [SketchUp](#)
- Ability to effectively communicate technical results to Energy Consultants Group, LLC sales/engineering team.
- Ability to multi-task and work in a dynamic environment and industry.
- College degree in energy, sustainability, engineering or equivalent desired but not required.
- Accounting, HR, Office Admin, Customer Service experience a huge Plus.

Required Skills

- Microsoft Windows
- Microsoft Office Suite: MS Word, MS Excel, MS Outlook
- Strong verbal and written communication skills
- Must be Team Oriented, Self Sufficient, Cognitive Thinker

Job Location

This position is in office only, located at Energy Consultants Group, LLC headquarters in Anamosa, IA.

Apply by resume:

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