

THE SOLAR REVOLUTION

Position: Office Administrator

Position Summary:

Office Administrator for Solar and Electrical company. Will perform a variety of daily, weekly, and monthly administrative, financial, and human resource functions to support the administrative and operations teams of the company. The candidate will also be responsible for various clerical tasks.

Duties & Responsibilities:

- Assist with clerical tasks in relation to accounts payable, payroll, receiving, and/or human resources including data entry, record review and maintenance, etc.
- Assist in the AP/AR process including the review, entering of invoices, credit card charges and other company expenses.
Process payroll timecards, resolve discrepancies, track PTO requests.
- Prepare Contracts
- Perform Use Sale tax reconciliations
- Respond to client inquires received via phone and email
- Receive payments and send email receipts to clients
- Send reminder emails to clients for overdue invoices
- Pay vendors invoices on request
- Maintain efficient and smooth office operating procedures
- Assist owner, managers, and crew with other duties as requested
- Retrieve mail from PO Box
- Perform bank deposits
- Maintains and updates customer files and W-9
- Requests Certificates of Insurance
- Monitoring company website for updates as needed
- Assist with fleet management including the scheduling of routine maintenance, coordinating vehicle repairs, and auto insurance claims

Required Skills/Abilities:

- Bachelor's or Associates Degree
2+ years of work in administrative setting in the construction field.
- Computer literate (Mac, Google suite, Excel, Word, Drop Box)
- Proficient in QuickBooks Online
- Knowledge of Job Nimbus and DocuSign preferred but not necessary
- Conversationally bilingual Spanish/English preferred but not necessary
Excellent verbal and written communication skills.

Please send resume to matt@thesolarrevolution.com