



## ***Project Coordinator Position Description***

Aegis Renewable Energy is a leading provider of solar power clean energy solutions to commercial, industrial, and community-based customers investing in a more sustainable future. Due to an exciting new strategic partnership and access to new growth capital, we are experiencing rapid growth in all sectors of our business. We seek to expand our team with inspired and talented individuals who share our passion for harvesting the clean and renewable power of the sun.

### **Location**

Waitsfield, Vermont

### **Classification**

This is a salaried, fulltime, exempt position.

### **Position Summary**

The individual in this position plays a project coordination role supporting Aegis' project managers responsible for developing, permitting, engineering, constructing, and commissioning commercial solar engineering systems. This person also plays an important role as a liaison between Aegis' Project Managers, our accounting department, and Aegis' suppliers, vendors, and subcontractors. A strong service orientation, effective communication skills, attention to detail, and a friendly, helpful demeanor are key requirements. The successful candidate will also be highly organized, professional, self-directed, and capable of multitasking while prioritizing daily tasks and assignments.

### **Reporting & Other Key Relationships**

This position reports directly to Aegis' Vice President of Operations. The person in this position will have frequent interaction with the company's Project Managers, Accounting Manager, and Vice President. They will also have frequent exposure to all levels of company leadership including Aegis' Financial Controller, Chief Operating Officer, and CEO.

### **Responsibilities**

All Aegis employees are responsible for collaborating as a team to contribute to the overall success of our business while advancing our culture of mutual respect, inclusiveness, continuous improvement, and personal well-being. Working together with fellow team members, the person performing this job will be primarily responsible for the following functions:



### ***EPC Project Coordination – approx. 60% of time***

- Provide project support to Aegis' EPC (Engineering, Procurement, and Construction) Project Managers and efficiently coordinate daily/weekly project activities with Aegis' team members, customers, suppliers, vendors, subcontractors, and other project stakeholders.
- Ensure smooth handoff of each new project from project development to EPC project management, and upon completion, to the Operations and Maintenance (O&M) team
- Work with the project management team in support of the following stakeholders:
  - Aegis project managers and other team members
  - Funds, funders, project buyers and sellers
  - Regional business developers
  - Subcontractors
  - Utilities
  - Landowners
  - Vendors
- Create and organize ongoing project documents and file structures
- Review, file, and track customer, vendor, and subcontractor contracts
- Obtain and track quotes from vendors and subcontractors
- Coordinate, monitor, and schedule subcontractors
- Prepare and review all subcontractor agreements, purchase orders, and invoices
- Collect and log subcontractor W-9's and insurance certificates
- Project budget tracking and purchase order review and pre-approval
- Generate and organize solar construction project documents
- Print, file, and compile documents, including project closeout binders
- Prepare and release tax exemption certifications
- Collect and organize marketing photos from project manager, site supervisor, etc.
- Stay abreast of industry best practices related to EPC project management, especially in the commercial solar industry
- Contribute to the ongoing improvement of EPC project management processes and systems

### ***Development Project Coordination – approx. 30% of time***

- Provide project support to Aegis' Project Development Managers and efficiently coordinate daily/weekly development activities with Aegis' team members, customers, suppliers, vendors, subcontractors, and other project stakeholders
- Coordinate and obtain vendor and subcontractor quotes
- Research and provide education on local, state, federal, and utility-interconnection permit and tax requirements and applications
- Assist with organizing and filing project development documents
- Assist with development subcontractor coordination, monitoring, and scheduling
- Help track project development budget to actual cost



- Track and support project utility interconnection applications and utility impact studies
- Help coordinate site analysis and permitting of PV projects
- Assist with project permitting efforts
- Contribute to the ongoing improvement of project development processes and systems

#### ***Executive Assistant/Support to VP of Operations – approx. 10% of time***

- Help support operational meeting's facilitation and documentation as needed
- Help create, refine, and distribute relevant reports for operational updates and deliverables
- Create and organize "Standard Operating Procedures" and "Specifications" documentation mapping in Aegis's ERP system

#### ***General Business Requirements***

- Maintain the highest level of internal and external customer service
- Work closely and collaboratively with administration and accounting staff
- Communicate in a clear and timely manner with all stakeholders
- Pay close attention to detail
- Organize and manage project documentation as required
- Keep accurate and complete records of all project related activities (e.g. do not delete emails)
- Respond to all emails and calls within 24 hours
- Create project status reports as required
- Utilize software platforms to manage daily activities
- Utilize emotional intelligence, a balanced temperament, and a positive attitude at all times

### **Qualifications**

#### ***Experience & Education***

- Associate or bachelor's degree, or equivalent
- Ideally 2-3 years of project or administration experience

#### ***Required Skills, Knowledge & Competencies***

The following skills are required of the person acting in this position:

- Commitment to providing exceptional service to customers, suppliers, and other parties outside our business, as well as to internal Aegis employees
- Capable of working both independently and in a team-oriented, collaborative environment
- Excellent verbal and written communication abilities, skilled in professional email correspondence
- Strong personal and office organization skills
- Self-motivated with proven ability to perform at a high level with limited supervision
- Professionalism in all areas of work



### ***Key Attributes for Success***

- A welcoming, positive demeanor and a strong desire to assist others
- Extremely organized and accurate, with an acute eye for detail
- Ability to effectively prioritize work tasks and projects in a deadline driven environment, while managing time efficiently
- Strong collaborative interpersonal and teamwork skills and the ability to work effectively with employees in all areas of our business
- Enjoy a fast-paced work environment and be able to adapt quickly to changing roles and learning new skills
- Willingness to provide support to tasks outside the job description

### ***Preferred Qualifications***

The following qualifications are beneficial to high performance in this position, but are not required:

- Experience working in a construction/contractor environment
- Experience working in a residential, commercial, industrial, or community solar field is a definite plus
- Strong quantitative and analytical skills
- Knowledge of Google Workspace including Gmail, Drive, Contacts, Calendar, Meet, etc.
- Proficiency with Microsoft Office Suite including MS Word, MS Excel, MS PowerPoint, etc.
- Basic experience in accounting and bookkeeping a plus
- Knowledge of QuickBooks, Procore a plus

### **Working Conditions**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

- Ability to prioritize activities and thrive in a professional, dynamic, deadline-oriented environment.
- While Aegis is committed to a flexible working environment for all its employees, this position requires full-time presence in our offices in Waitsfield, Vermont.

### **Compensation & Benefits**

Aegis places a very high value on the talents, passions, and collaborative teamwork of all members of our company. Base pay is market competitive and commensurate with experience and qualifications. Aegis offers a generous employee benefit package that includes employer-paid medical, dental, and vision insurance, paid time off, and a Simple IRA plan with matching employer contributions.



### **More About Aegis**

As a full-service renewable energy system EPC (Engineering, Procurement, and Construction) company, Aegis develops, designs, installs, and maintains clean energy systems throughout the northeastern United States. Since its founding in 2011, Aegis has become one of the most respected solar EPC companies in New England.

With its main offices in Waitsfield, Vermont, Aegis currently employs approximately eighteen people. Aegis has recently joined a strategic partnership now composed of three solar companies that offers greater access to growth capital, collaborative project resources, and expanded market opportunities, while maintaining Aegis' local leadership, strong brand, and tight-knit culture.

Aegis Renewable Energy is devoted to the values of diversity and equal opportunity in all areas of our business. We are an equal opportunity employer and are committed to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment and advancement within our company without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other characteristic protected by law.

Learn more at [www.Aegis-RE.com](http://www.Aegis-RE.com).

**Interested candidates are invited to submit a resume to Sonia Behn @ [SBehn@Aegis-RE.com](mailto:SBehn@Aegis-RE.com)**