



Onsite Administrator

Solas Energy (www.solasenergy.com) provides commercial advisory consulting services to the renewable energy industry. We specialize in project development and project management consulting services, climate change policy analysis, and asset acquisition/divestiture services for utility-scale wind and solar power and energy storage projects. With experience in renewable energy and climate change dating to the late 1990s, Solas Energy provides consulting on a variety of projects in the US and Canada to utilities, developers, contractors, and equipment manufacturers.

Position Overview and Job Description

Purpose of Position

Solas Energy Consulting US Inc., headquartered in Fort Collins, is seeking a bright, motivated, and conscientious Onsite Administrator to work full-time in Cross County, west of Wynne, Arkansas. This position will be in a construction trailer for about ten (10) months, then may transition to remote work. Work hours may be flexible, provided deadlines and milestones are met. Prospective applicants should have a passion for the field of renewable energy. This position will primarily provide administrative and project control support to the construction team for a utility-scale wind project. This position will expose the employee to wind energy technologies, heavy construction, and other areas within the renewable energy market segment. This position is initially heavily administrative; however, depending on the skills and interests of the employee, there is a potential to grow with experience.

Main Job Tasks and Responsibilities

- Perform administrative functions in support of construction project staff.
- Compose and prepare correspondence, reports, and other documents.
- Respond to routine external correspondence.
- Prepare, manage, and verify expense reports.
- Perform general clerical duties, including photocopying and mailing.
- Maintain electronic and hard copy filing system controls while maintaining confidentiality.
- Manage transmittals, requests for information, and construction submittals.
- Prepare and modify documents, including correspondence, reports, drafts, memos, and emails.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Record, compile, transcribe, and distribute minutes of meetings.
- Maintain most current drawing sets.
- Interact with contractors, vendors, engineers, architects, and clients.
- Support the construction team in the resolution of day-to-day project issues.
- Maintain office supply inventories.
- Coordinate maintenance of office equipment.
- Coordinate maintenance of company vehicles.
- Support coordination of deliveries/receivables.
- Perform other duties as assigned.

Education and/or Experience

- High school diploma
- Two (2) years of previous office administrative experience
- Knowledge of the operation of standard office equipment

- Knowledge of clerical and administrative procedures and systems such as filing and record-keeping
- Knowledge of principles and practices of basic office management
- Competent computer skills, including MS Office (Word, Excel, PowerPoint, Teams) and Adobe
- Internet skills, including the use of e-mails, group messaging, and information-gathering techniques
- Preferred knowledge of QuickBooks and basic knowledge/experience in accounting

Essential Job Function

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Valid driver's license
- Ability to work legally in the United States
- Ability to write, speak, read, and understand English
- Ability to walk on uneven terrain
- Ability to wear PPE (Personal Protection Equipment) if in the field

Key Competencies

- Passion for renewable energy
- Ability to prioritize and manage multiple tasks and flexibility in terms of assignments
- Effective communication, organizational, and interpersonal skills
- Proven track record of problem-solving techniques and the ability to take direction.
- Familiarity with construction processes, project contracts, engineering practices, construction techniques, wind, energy storage, and solar plant technologies.
- Strong attention to detail; focus on accuracy, consistency, and quality of work; high degree of integrity and reliability
- Numerical and literacy skills
- Customer service orientation
- Highly motivated
- Safety conscious
- Reliable

Compensation and Benefits

- This a temporary full-time, hourly, non-exempt position. This position is onsite and located in Cross County, west of Wynne, Arkansas.
- Compensation range \$20-25/hr. plus bonus, depending on experience.
- 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 and omissions, activity reimbursement, paid vacation, and paid sick leave.

Commitment to Diversity

Solas Energy is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Solas Energy, and it is an important principle of sound business management.

Solas Energy believes that diversity and inclusion are essential to the ongoing success of the company through improved employee engagement and business performance. A diverse and inclusive workforce reflects the communities where we work and operate, and provides diverse thought, capabilities, and collaboration. We value our high-performing team and celebrate the diverse thoughts and experiences of each employee.

Equal Employment Opportunity Statement

Solas Energy is an equal opportunity employer. Discrimination in the hiring or employment of individuals based on race, color, religion, sex (including pregnancy, sexual orientation, hairstyle, 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 will provide reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

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 maintains "at-will" employment, where either party is free to dissolve the relationship at any time.