

Position Title: Renewable Energy Assistant

Pay Range: \$18.00-\$25.00/hour (based on experience)

Hours: Monday through Friday 7am to 3:30pm / 40 hrs. per week

Location: 3154 Holmgren Way, Green Bay WI 54304

Basic Job Description: This person will work under the Solar Project Managers and assist them with pre-construction and post-construction project activities to maintain an organized and efficient department.

Benefits:

- Paid Holidays
- PTO
- 401k / Profit Sharing (once requirements are met)
- Employer Paid Healthcare (Medical/Vision/Dental)

Responsibilities:

- Gather customer information and assist in completion of various forms and applications.
- Research site specific permitting requirements and assist in filling out permit applications.
- Compare project plans to contract deliverables for accuracy.
- Assist with closing out the project, including rebate applications, warranty registrations, online monitoring verification and as-build drawings.
- Maintain status updates on the various stages of each project.
- Assist in growing Eland Electric's social media presence.
- Additional responsibilities may be assigned as deemed appropriate.
- Assist other departments as needs arise.

Qualifications: High school diploma, proficiency in Word, Outlook, Excel, attention to detail, verbal and written communication skills, time management

Eland Electric is a full-service electrical contractor that has been serving Green Bay and the surrounding areas since 1958. This position will be primarily focused on the solar industry. Eland Electric leads the industry through the constant evolution of new technologies and products. We are looking for someone to assist the project managers with day-to-day tasks that will help the projects move smoothly from beginning to end.

Please apply at [www.elandelectric.com/careers](http://www.elandelectric.com/careers) or send an email with a resume to [info@elandelectric.com](mailto:info@elandelectric.com) For questions, call 920-338-6000, option 5.