



Company website: [www.sunwize.com](http://www.sunwize.com)

**About SunWize:**

Our technology changes the way energy is put into homes and businesses. We are one of the largest and most highly respected solar renewable energy companies in the nation. For over 13 years, SunWize has been a leader in the solar electric industry. Our systems provide power for remote and grid-tied homes, telemetry, outdoor lighting, telecommunications, water pumping and much more! Businesses and government agencies depend on us for innovative solutions where utility power is not available or non cost-effective. We are innovative, fast moving and fast growing— stable and firmly established, yet highly entrepreneurial in our thinking and doing.

**Compensation and Benefits:**

SunWize offers a competitive salary plus fully comprehensive benefits and performance bonus package based on an annual objective achievement. Our generous benefits package includes a 401(k) Retirement Plan, medical/dental/life/disability program, 10 days annual vacation time, 6 days sick time, 6 days of PTO time, prorated from your date of hire.

- Classification:** This is a full time position.
- Location:** San Jose-CA or Rancho Cucamonga-CA
- Position Title:** **Commercial Project Administrator**
- Effective Date:** November 01, 2009

**Primary Job Responsibilities**

- Provide assistance in contractual and administrative tasks for commercial solar projects from order entry through design, procurement, installation, commissioning and post-sale support.
- Assist in preparation of budgets and schedules and in taking corrective action to meet project objectives
- Setup projects in company accounting system, enter Bills of Material, track and report project actual expenses and labor usage vs. plan.
- Coordinate and fulfill contractual requirements in reporting, documentation and record keeping
- Identify contract requirements and develop change orders
- Manage procurement, production, subcontracting and scheduling of deliveries and services
- Prepare review, process, and track customer and subcontractor invoices
- Assist in development and preparation of mobilization, installation, safety, quality control, testing and system commissioning plans
- Prepare and coordinate utility interconnection agreements, rebate applications, and inspections
- Assemble manuals, drawings, reports and other documentation
- Create and maintain project files
- Other duties as assigned

**Qualifications**

- Minimum of 3 years of construction administration experience
- AA or higher college degree in a related discipline preferred
- Contractual language familiarity and basic accounting skills
- Strong organizational skills to manage the activities required in the execution of solar electric system projects
- Ability to work with external customers and internal colleagues to obtain optimal solutions, and meet schedule requirements
- Logistics, scheduling and budgeting knowledge
- Strong computer application skills including Microsoft Office Suite; Power Point, Excel and Word
- A personal commitment to a safe working environment
- Detail oriented, with effective written and verbal communication skills
- Occasional domestic travel may be required