



Job Posting – Site Assessor / Office Assistant

Part Time Position

Reports to the Company Owner

Employer

Photovoltaic Systems LLC

Salary: Hourly Based on Experience

~ \$18-\$22 per hour

Location

7910 Hwy 54 Amherst, WI.

Job Summary

Customer Interactions: manage leads, respond to customer calls and emails.

Perform site assessments: measuring potential ground and roof installation locations at customer's property, educating customers on solar energy, gathering detailed information about the electrical layout of the property.

Office work: write reports, keep customer information organized, prepare interconnection paperwork for the utility, occasional pulling of permits.

Qualities of a Suitable Applicant

- Must have taken, or be willing to take, MREA or Mid-State Technical College site assessor certification training
- Experience with Microsoft Office: Excel, Word, OneDrive and Google Suite: Drive, Docs, Sheets, Hangouts
- Customer service experience: customer oriented with an ability to adjust and respond to different types of personalities
- Strong organizational skills
- Effective written and verbal communication for phone, email, and in-person conversations
- Active listener
- Attention to detail
- Adaptability and creativity
- Must have a valid driver's license, a company vehicle is available for this job

Physical Demands and Work Environment

- Work includes accessing tight spaces such as attics, basements, crawl spaces or closets
- Must be able to work outdoors for extended periods of time (extreme temperatures)
- Regularly required to lift/move 50 pounds
- Must be able to perform physical tasks including working from ladders and working comfortably on roofs/high precarious places

Interested Candidates Should Call James Kerbel: 715-824-2069 pvsolar@wi-net.com

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