

Job Description: Project Coordinator

Position: Project Coordinator

Location: Calgary or Invermere (remote position available)

Department: Administrative

Reports to: Administrative Manager

Wage: \$20-30/hr DOE

Type: Full-time

About Infinity Solar Group:

Infinity Solar Group is a leading provider of residential and commercial solar installations, committed to delivering sustainable energy solutions that help our clients reduce their carbon footprint and energy costs. We oversee every aspect of solar installation projects, from design and permitting to procurement, installation, management, and ongoing monitoring. Our team manages up to 100 active projects at any given time, working closely with our internal operations teams and external electrical firms within our Qualified Contractor Network across BC and Alberta.

Position Overview:

The Project Coordinator at Infinity Solar Group will play a crucial role in supporting the successful execution and delivery of solar installation projects. This position demands strong organizational skills, the ability to manage multiple tasks simultaneously, and a dedication to providing exceptional customer service. The Project Coordinator will work closely with department managers, internal teams, clients, and external contractors, ensuring that all projects progress smoothly through various stages, from design to installation and beyond.

Key Responsibilities:

- **Primary Communication:** Act as the primary point of contact for clients and our Qualified Contractor Network, ensuring clear and timely communication regarding project status, updates, and any necessary adjustments.
- **Project Scheduling:** Coordinate and schedule projects across various stages, including design, permitting, procurement, installation, and monitoring, with both internal teams and external contractors. Adjust schedules as needed to meet project timelines.
- **Project Support:** Assist in the development and maintenance of project plans, schedules, and documentation. Monitor project progress and report on status, identifying any potential issues or risks.
- **Customer Service:** Provide outstanding customer service by addressing client inquiries, resolving issues promptly, and ensuring client satisfaction throughout the project lifecycle.
- **Project Management Software:** Manage, maintain and update SCOOP SOLAR project management software, ensuring all tasks are current and that team members are progressing efficiently through their assignments - supporting them in triaging workloads.

- **Documentation:** Maintain accurate project documentation, status reports, and project plans. Ensure that all project records are up to date and accessible to team members.
- **Resource Coordination:** Assist in the allocation and tracking of project resources, including personnel, equipment, and materials. Work with installation managers and Qualified Contractors to ensure that resources are used efficiently.
- **Risk Management:** Identify potential project risks and assist in developing mitigation strategies. Monitor risk factors throughout the project lifecycle and report on any changes or new risks.
- **Quality Control:** Support the implementation of quality assurance processes to ensure that project deliverables meet the required standards.
- **Contracts & Budget Tracking:** Set budgets, draft Work Authorization Forms, record Change Orders, and assist in tracking project budgets, including monitoring expenses and providing input on project margin analysis.
- **Team Collaboration:** Coordinate the administrative and operational teams to ensure alignment on project goals and deliverables. Foster a collaborative and positive work environment utilizing SCOOP SOLAR project management software as key tool.

Qualifications:

- **Education:** Bachelor's degree in Project Management, Business Administration, or a related field, or equivalent experience.
- **Experience:** 1-3 years of experience in project coordination, project management, or a related role. Experience in solar energy or construction is a plus.
- **Skills:**
 - Strong organizational and multitasking abilities.
 - Excellent verbal and written communication skills.
 - Proficiency in project management software (e.g., MS Project, Trello, Asana).
 - Ability to work effectively in a team-oriented, collaborative environment.
 - Attention to detail and a proactive approach to problem-solving.
 - Exceptional customer service skills.
 - Familiarity with budgeting and financial tracking.
- **Certifications:** PMP, CAPM, or other relevant certifications are a plus.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and career advancement.
- Collaborative and inclusive work environment.
- Company profit sharing program.

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to hello@infinitysolargroup.ca.