



December 7, 2015

Taitem Engineering, PC is receiving applications for a full-time Project Coordinator to work in our Renewables Department to coordinate/manage the installation of solar photovoltaic (PV) systems.

**Position Title:** Project Coordinator

**Timeline:** Qualified candidates are encouraged to apply immediately. Cover letters and resumes must be received by January 23, 2014.

**Company:** Taitem Engineering is a progressive engineering firm and certified B corporation based in Ithaca, NY, specializing in design work, including renewable energy system design and installation. Taitem stands for "technology as if the earth mattered," reflecting the firm's commitment to the environment.

**Location:** This position is based in Ithaca, NY, with projects throughout the Finger Lakes region.

**Responsibilities:**

This is a Project Coordinator position in our renewable energy department for a person who —

- has an interest in and aptitude for coordinating and managing construction projects;
- has great communication skills, both speaking and writing;
- is proactive;
- is detail oriented;
- has an excellent work ethic; and
- is dedicated to quality work.

Responsibilities include the coordination and management of both residential and commercial solar PV projects, working with a team to facilitate the construction of these projects. The responsibilities include regular communication with the Taitem team, clients, utilities, permitting agencies, and subcontractors.

Specific work includes —

- Track each project from design phase through completion of construction. Specifically track and/or coordinate:
  - material purchases
  - building permits
  - utility interconnect agreements
  - scheduling
  - inspections
  - project progress
  - Project closeout
- Coordinate and manage the installation schedule with clients and the installation team
- Prepare and organize documentation for the installation team
- Coordinate and manage all subcontractors
- Complete and coordinate the client close-out process

**Recommended Skills and Qualifications:**

- Experience with project management, particularly within the construction industry
- Experience with project management tools (e.g. Microsoft Project, Gantt charts, Smartsheet)
- Proficient in Microsoft Excel, Word, and Adobe Acrobat

**Compensation:** Compensation will be competitive and will fit the experience and skill set of the applicant. Available benefits include medical and dental insurance, a 401(k) plan, paid time off, and an Employee Assistance Program. Training in the renewable energy field is also available and is highly encouraged.

**Taitem Engineering is committed to creating a diverse workplace and encourages applications from candidates who will help us achieve this goal. We encourage applications from women and people of color.**

To be considered for this position, please submit your resume and cover letter to Jan Schwartzberg, jschwartzberg@taitem.com. Please use the subject line "PV Project Coordinator." No telephone calls, please.

Taitem Engineering, PC is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.