

Job Description

Flux Energy Systems is hiring an Assistant Project Manager to help drive solar, microgrid and battery storage projects to completion. This is the perfect entry-level opportunity for someone to work with a variety of exciting new technologies. You will assist our team on all facets of the project getting visibility into how the most cutting-edge energy projects are developed, designed and built. While working at Flux Energy, you will be involved in some of the most innovative projects in the world. Our client's ideas are changing the energy industry, and we get to help!

Working at Flux requires the ability to work independently and an eagerness to learn about the alternative energy industry. Our clients move at a fast pace, so we do too. We work hard and efficiently and constantly seek improvements for us and our clients. Flux is a small but growing team, so there are plenty of opportunities for learning and career growth! This position is based in Culver City, CA, and you will report to the president.

Job Tasks and Responsibilities

- Update budgets and schedules
- Publish meeting minutes and agendas
- Update action item tracker and follow up on open items
- Issue meeting invitations
- File/monitor project documentation
- Visit project sites during construction

Required Skills and Qualities

- Microsoft Word, Excel and Project
- Strong writing skills
- Ability to work under pressure
- Attention to detail
- Technical aptitude
- Deep interest in energy, electricity, solar, batteries and emerging clean technology

Preferred Skills

- Software: PVSyst and AutoCAD
- BA or BS in Electrical Engineering or Physics
- Experience with utility interconnection applications and building permit applications
- We are a small company, so we lean on all strengths. What other skills can you bring to the team?

Compensation: Salary is commensurate with experience. Health Care, Dental, Vision. 10 days PTO. 10 company holidays.

To Apply: Please submit a resume and a customized cover letter to contact@fluxenergysystems.com.

About Flux Energy Systems

Flux Energy Systems is a project management, engineering and technical consulting company that assists contractors, developers, and product innovators with solar, battery, and electric vehicle projects. Our expertise in implementation allows us to tackle exciting projects with the newest technologies and aggressive schedules. By collaborating with our clients, we provide the leadership and organization that drives projects to their schedule, budget and quality targets.