



ASSISTANT PROJECT MANAGER

Flux Energy Systems, an alternative energy consulting company, is looking for an Assistant Project Manager to join our team. This is an excellent entry-level opportunity for an ambitious, hard working individual. The Project Managers will mentor the Assistant Project Manager to help develop new skills and understand all aspects of a project. As the Assistant Project Manager grows in the role, responsibility will increase accordingly.

Flux is looking for a highly motivated individual who will have demonstrated effective leadership, strong communication and great attention to detail. The position will be based in Marina del Rey, CA and will report to the President.

Role and Responsibilities:

- Determine project schedules based on the customer, design, and permitting inputs
- Track action items to ensure all aspects of a project are completed on schedule
- Develop project budgets
- Work with the project team to drive completion of all deliverables
- Visit Project sites when necessary
- Attend customer-facing meetings, recording and publishing detailed minutes and supporting the Project Manager
- Provide administrative support on project related work
- Create project documentation including submittals, close-out packages, schedules, budgets, scopes of work and project memos

Skills and Experience:

- Bachelor's degree in technical field required
- 2-3 years experience preferably in the renewable energy, utility, engineering or construction industries
- Proven success working on cross-functional teams
- Strong technical background with experience working with customers, engineers and governmental entities
- A quick learner and team player with exceptional critical thinking and problem solving skills
- Strong organizational skills, attention to detail and an eye for quality
- Excellent verbal and written communication skills

About Flux Energy Systems:

Flux Energy Systems is located less than a half mile from the water in Marina del Rey easily accessible by the 90 freeway. We are a new company, but our team has a lot of experience in the alternative energy industry. We are looking to complement our leadership with employees who are ready to learn, want to work hard and see a career tied to the growth of our company. We are not looking to get rich quickly, but to build a trusted brand providing clean energy systems throughout the United States. Come join us!

Flux Energy Systems is an equal opportunity employer and makes employment decisions on the basis of merit. We are committed to compliance with all applicable laws providing equal employment opportunities. All qualified applicants, will receive consideration for employment without regard to race, sex, color, religion, national origin, protected veteran status, or on the basis of disability. Flux Energy makes reasonable accommodations, consistent with applicable laws, for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, who can perform the essential job functions, unless undue hardship would result.