

Job Description

Flux Energy Systems is hiring an Assistant Project Manager to support our latest solar project. You will report to our President and will assist with scheduling, budgeting, action item tracking, design review, meeting minutes, risk evaluation, etc. As you gain experience, the range and level of your responsibility will increase. We would also establish monthly goals which entail working with the President to define a project that meets your interests and enhances Flux. In the past these have included evaluation of industry software tools, research into new technologies, creation of project templates or defining company processes.

The solar project is scheduled to last through October, so you will have a 6 month contract. At the end of the project, we will review to see if there is an opportunity to extend your contract.

Required Skills and Qualities:

- Great communication especially email.
- Strong Microsoft Office skills specifically Word and Excel.
- Technical Degree (BA or BS in physics, engineering or similar).
- Proven interest in cleantech, renewable energy and/or utilities.
- Eager to learn and ask questions.
- Organization, attention to detail and an eye for quality.
- Honesty and transparency.
- Enthusiasm for working in a focused environment. We work hard while at the office and respect the importance of a strong work/life balance.

Bonus Skills: If you have any of the following skills, please let us know in your cover letter.

- Software: AutoCAD, PVsyst, Microsoft Project,
- Experience in the construction, solar or battery industry
- Knowledge of utility rates
- Previous project management experience

To Apply: Submit a cover letter and resume to contact@fluxenergysystems.com. We will only consider applicants who submit a cover letter that is specific to this opportunity.

About Flux Energy Systems

Flux Energy Systems is a project management, engineering and technical consulting firm that assists contractors, developers, and product innovators with solar, batteries, 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.

Working at Flux Energy Systems will get you involved in some of the most innovative solar, battery storage and microgrid projects in the country. Our client's ideas are changing the world, and we get to help do it!