

### 1. SUMMARY

As a Project Integrator, individuals will work closely with the Sales and Engineering departments to create structurally sound designs while maximizing cost savings for our customers. Along with Sales Representatives, and the Project Integration Manager the Project Integrator assists in, not only the design of solar mounting systems, but also provides critical technical support for the sales department and clients, while overseeing the design aspects of projects to their completion. The key responsibilities of a Project Integrator are (i) to be the internal project contact and (ii) to track and expedite projects through production release.

### 2. PRIMARY RESPONSIBILITIES

- Review readiness of all project documents in their appropriate location in client project folder for project creation including checklists, site layouts, and all pre-sales documents.
- Obtain client information and requests legal documents for new clients and projects from the Legal and Geotechnical departments
- Create solar mounting system designs for Sales Representatives using computerized design tools
- Maintain customer and project profiles in ERM and/or MRP tools including, but not limited to, soft offer creation, formal offer creation, shipping cost estimation; BOM creation for applicable product lines; providing deadlines on pre-production deliverables to Outside Sales; creation of technical design iteration for clients
- Manage, track and expedite projects from initial soft offer through production release which includes, but is not limited to pricing coordination with Outside Sales; geotechnical testing coordination; drafting and signed drawing coordination; tracking both soft and formal offers and follow up with sales team and/or the client as necessary; and tracking project progression throughout the process and following up with relevant departments to ensure that pre-sale deadlines are met as communicated by company standards
- Develop accurate project price quotes for materials and shipping in cooperation with Outside Sales based on identified sales strategy and information collected from clients as assigned
- Resolve client schedule changes through communication with the client and Project Processing
- Conduct regular customer review calls and follow up as necessary
- Process and oversee change requests by clients, following up internally and/or with the client as necessary to ensure these are completed in a timely manner
- Act as a point-of-contact for technical questions from clients, identifying and resolving client concerns
- Participate in sales meetings and take responsibility for sales improvement initiatives and other assigned action items
- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff
- Perform reporting functions for the Project Integration Manager on an ongoing and timely basis, including, but not limited to, activity, closings, follow-up, progress and adherence to goals
- Other duties as assigned, may be asked to travel to trade shows and events as need requires

### 3. KNOWLEDGE AND SKILL REQUIREMENTS

- Bachelor's degree in business or technical discipline AND 1-3 years of proven direct sales or customer service experience
- OR the following education and experience requirements may substitute for above: Associates Degree in business or technical discipline AND 3-5 years of proven direct sales or customer service experience



## Job Description (Project Integrator)

- Solar industry sales and/or solar Installation experience a plus
- Highly proficient level computer skills including Microsoft Office (especially Excel, PowerPoint, Word and Outlook) required.
- Technical/drafting/construction knowledge highly preferred
- ERM and MRP knowledge desirable, SAP experience preferred
- Ability to work in fast-paced, self-directed and dynamic work environment
- Excellent and effective professional, interpersonal and communication (both verbal and written) skills for a wide variety of audiences, including the ability to effectively communicate with individuals within the organization as well as with clients
- Ability to develop strong relationships
- Strong persuasive and presentation skills
- Excellent time management and organizational skills and ability to meet tight deadlines in an environment of competing priorities with a degree of autonomy and integrity
- Ability to multitask and manage multiple projects simultaneously
- Strong ability to routinely work on multiple, unrelated task while effectively prioritizing and keeping track of deadlines
- Must pay close attention to detail, be reliable and willing to take initiative
- Intellectual curiosity and desire to learn from others
- Ability to work independently and to carry out assignments to completion within parameters of instruction given, prescribed routines and standard accepted practice
- Positive attitude, exemplary attendance, punctual and reliable team member
- Creative problem-solving capabilities within team and independent environments
- Strong team player who can incorporate input from others and can generate consensus through inclusion
- Visibility requires maintaining a professional appearance and providing a positive company image to the public

By signing below, I confirm that I have read and had the opportunity to ask questions about the responsibilities and requirements outlined in this job description. Furthermore I acknowledge and confirm my understanding and acceptance of the responsibilities and requirements for this position as outlined in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate employment at any time, for any reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date