



Project Coordinator

Cinnamon Energy Systems (CES) is a Los Gatos-based solar, battery and electrification contractor with a heritage of over 15,000 customers since 2001. We pride ourselves on using the latest and best money-saving equipment to provide a premium experience to our commercial and residential customers in Silicon Valley. Even with recent changes to PG&E electric rates, the paybacks for commercial and residential systems are short and demand is strong.

We have an immediate opening for an experienced Solar Design Engineer, with a primary focus on commercial solar and battery systems in the 50-500kw range. This individual will report to the manager of engineering. The solar design engineer will work with our commercial sales and project management staff from the preliminary design stage until final system connection and documentation. This engineer will be responsible for performing site inspections, preliminary system designs, equipment selections, oversight of outsourced PE electrical and structural engineering, coordination of utility interconnections, interfacing with permit submittals and reviews with local jurisdictions. The overall goal is to ensure that projects proceed quickly, accurately and on budget.

Qualifications

- At least 2 years of project coordinator experience in electrical construction.
- Experience coordinating with project manager
- Demonstrated ability to develop relationships and assist in winning projects
- Exceptional initiative, execution and communication skills, both oral and written.
- Communication skills, both oral and written
- Strong computer skills
- Manage scope and schedule of multiple projects simultaneously.
- Work projects all the way from post contract signing to Utility Interconnection and AHJ sign off and utility PTO.
- Communicate with manager and customers throughout the life of the project.
- Deeply understand each project and overall process from design to PTO to ensure a seamless install.
- Coordinate the compilation of documents supplied by the commercial team.
- Review project schedule, contracts, plan, and overall specs. associated with the project.
- Issue purchase orders
- Coordinate install dates and maintain calendar, schedule subcontractors and confirm all planned scheduling with the project manager.

- Provide customers with weekly project updates while maintaining rapport and project expectations.
- Coordinate and schedule interconnection, infrastructure upgrades, and disconnect/reconnects with utility companies.
- Provide real time project updates to management and maintain system logging current data.

Optional Qualifications

- Knowledge of project scheduling, bids, take offs, change orders, and contracts
- Understand engineering in electrical power

Job Type: Full-time

Pay: \$55,000.00 - \$68,000.00 per year

Benefits:

- Cell phone reimbursement
- Dental insurance
- Health insurance
- Paid time off

Schedule:

- 10 hour shift
- 8 hour shift
- Monday to Friday
- Overtime

Experience:

- Project management: 2 years (Preferred)

Ability to Commute:

- Los Gatos, CA 95032 (Required)

Ability to Relocate:

- Los Gatos, CA 95032: Relocate before starting work (Required)

Work Location: In person

Please submit your resume to saguilar@cinnamon.energy