



<b>JOB TITLE</b>	Operations Assistant	<b>EFFECTIVE DATE</b>	January 2016
<b>REPORTS TO</b>	Chief Operating Officer	<b>SUPERVISES (Y/N)</b>	N
<b>DEPARTMENT</b>	Administration	<b>EXEMPT/NON EXEMPT</b>	NON EXEMPT
<b>LOCATION</b>	Hawaii	<b>JOB CLASSIFICATION</b>	

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**1. Organization and Purpose**

The Operations Assistant reports to the Chief Operating Officer and supports in ensuring efficient coordination and processing of the Company’s activities.

**2. Scope and Impact**

The Operations Assistant will support in sales project development, project coordination and implementation for the Operations team.

**3. Essential Functions**

- Initiates, tracks, and facilitates utility interconnection permission for projects with customer generation.
- Provides project pipeline, job signing and performance reporting.
- Assists in creating and compiling customer presentation deliverables and marketing materials.
- Assists in coordinating internal Company events and activities including tradeshow and Company events.
- Assists in obtaining the necessary building permits, either via the appropriate municipal authority or through 3<sup>rd</sup> party permit review, as required.
- Assists in compiling and consolidating quotes and lead times for key project materials and works with the Operations Administrator to issue purchase orders.
- Tracks status of materials.
- Assists in the creation and issuance of subcontracts to sub-consultants and sub-contractors.
- Facilitates change order coordination between the Company and client or sub-contractor as required.
- Provides regular status updates to management on the status of project preparations.
- Assists on special projects as assigned
- Administrative tasks as assigned

**4. Supervisory Responsibilities**

- This position has no supervisory responsibilities.

**5. Other Duties and Responsibilities**

- Performs all other duties as directed.



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**6. Job Requirements**

**Education/Experience**

- Bachelor’s Degree or equivalent from a four-year college in business administration preferred.
- Knowledge of retrofit construction and/or energy efficiency desired.
- Valid driver’s license and ability to be insured.

**Technical Skills**

- Ability to organize, plan, and execute tasks in a timely manner.
- Working knowledge of Microsoft Office, including Project.

**Interpersonal Skills**

- Excellent customer service and communication skills.

**Language Skills**

- Ability to communicate effectively verbally and in writing with vendors, customers, co-workers, subcontractors, and management.

**7. Physical Demands/Work Environment**

- While performing the essential functions of this job, the employee is regularly required to stand, sit, walk, use hands, and talk or hear. The employee is occasionally required to kneel, bend, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is occasionally exposed to high, precarious places and outdoor weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.
- The noise level in the work environment is usually moderate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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I, \_\_\_\_\_ have received a copy of and understand this job description.

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

\_\_\_\_\_  
Date