



## Project Administrator

### Company Summary

*Norwich Technologies* is a solar energy technology company focused on developing, building and operating solar power projects. *Norwich Technologies* is a leading developer of commercial and residential solar installations in the Upper Valley using its innovative EZ-PV system for improving solar installations. *Norwich Technologies* also has been awarded nearly \$3M in grants from the Department of Energy as part of its SunShot program.

### Job Summary

Full-time (or part-time) project administrator; level commensurate with experience.

### Core Skills

- Superior time management skills with a high commitment to deadlines
- Strong attention to detail
- Solid data analysis and problem solving skills
- Excellent written and verbal communication skills
- Ability to work independently
- Strong computer skills
- Self-motivated and hard working

### Beneficial Skills

- Experience in the solar energy industry
- Experience with permitting, reporting, and/or project planning/scheduling

### Job Description

Norwich Technologies is seeking an project administrator to work with our sales and engineering team to ensure organizational effectiveness and efficiency. As a start-up company, a broad range of activities and skills will be required. Particular near-term tasks include project permitting, design, scheduling, and engineering and financial documentation reporting for our Solar and grant projects.

### Compensation

Competitive and commensurate with experience and time commitment

### Contact

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### Website

[www.norwichtech.com](http://www.norwichtech.com)