



Front Office Administrator

JOB POSTING

About Ecotech:

We're a values-driven business designing and installing solar electric systems for families and businesses in northwest Washington. Since our founding in 2004 as the first solar contractor in Whatcom County, we've completed over 1,000 solar projects, become an industry leader in the state and built lasting connections that have earned us a reputation for integrity. We're very good at what we do and have fun doing it. We care deeply about people – our customers, employees, and community. Our technical expertise is second to none and we strive for excellence in all things – design, installation and customer service.

Job Description:

We're looking for someone to be the friendly face of Ecotech, offering a warm and professional welcome to everyone who contacts us. In addition to creating awesome first impressions, you will provide administrative support to our project and design teams. This position requires a high level of teachability, excellent multitasking, great interpersonal communication skills, and a high degree of organization. Ability to learn and communicate basic technical concepts is required.

Tasks & Responsibilities:

- Field a high volume of phone & email communication
- Educate prospective clients on basics of PV system components, function, and incentives
- Schedule site visits for sales & design team
- Assist sales & design team with 3D modeling and basic shading analysis
- Support sales and project teams with document preparation

We're Looking for Someone Who:

- Has at least two years experience in an administrative capacity or similar
- Works well with others in a team-oriented environment
- Is teachable and ready to learn



- Takes initiative and works effectively with little or no supervision
- Is an excellent written and verbal communicator
- Demonstrates strong attention to detail
- Is outgoing and has a genuine interest in people
- Is committed to exceptional customer service

We're ultimately more interested in who you are than what you know. Integrity, personality and intelligence are paramount.

If you have the following experience, please let us know:

(These are not required, just a bonus if you are the right fit for our team)

- Prior experience in the solar industry or another small business setting
- A bachelors degree

What we offer you:

- Full-time, in-person position based in Bellingham, WA
- Education, training and mentorship
- Competitive wage commensurate with experience
- Generous 401(k) match
- Health, vision, and dental insurance
- Paid holidays and vacation
- A positive, collaborative work environment
- A career in a growing field doing work you can feel good about

To apply:

We recommend you take a minute to familiarize yourself with our website before applying. Please send resume and cover letter to careers@ecotechsolar.com (no phone calls or drop-ins, please). Tell us why you're interested in this role, why you'd be good at it and why you'd be a great addition to our team.

Application is open until filled (our need is immediate, but we're not going to fill this role with just anyone - we're willing to wait for the right fit). We look forward to learning more about you!