



<https://climax.enterprises/careers/project-coordinator/>

## Project Coordinator

### Description

Climax Solar has an opening for a Project Coordinator. The candidate must have strong leadership skills, coordination abilities, and motivational skills. The Project Coordinator is in charge of projects from start to close, ensuring the work gets done efficiently.

### Responsibilities

- Dependability
- Customer Communication
- Interconnection
- Project Flow
- Project Accuracy
- Organization

### Qualifications

- Organizational skills needed to manage time , prioritize effectively, and handle multiple deadlines.
- Communication skills both verbal and written.
- Attention to detail a MUST
- Customer Service Skills
- Inner Office Communication skills

### Experience

- Permitting: 2 years (Preferred)
- CRM software: 2 years (Preferred)

### Job Benefits

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off
- Vision insurance

### Contacts

Employment@climax.enterprises

### Hiring organization

Climax Solar

### Employment Type

Full-time

### Duration of employment

Permanent

### Job Location

Portage, Michigan

### Working Hours

8 hour shift  
8:30 AM – 5 PM  
Monday – Friday

### Base Salary

\$ 36,000 - \$ 38,000

### Date posted

June 15, 2023

### Valid through

15.07.2023