



**Location:** Toronto, ON

**Start Date:** ASAP

**Position Type:** Contract (Full-time)

**Compensation:** Hourly

Grasshopper Solar is a 100% Canadian-owned and operated company that has delivered turnkey solar power systems to the residential, commercial, institutional, industrial and agricultural markets.

We are currently seeking a **PROJECT COORDINATOR** to join our team.

**KEY RESPONSIBILITIES:**

- Complete detailed design including electrical plans
- Perform material take offs for procurement
- Perform system modeling and simulations
- Manage several small to medium sized projects simultaneously
- Prepare and submit applications
- Arranging for Municipal Permits for Solar installations
- Coordinating Structural Engineering assessment visits between the Client and the Engineer, and preparing document packages for the Engineer
- Coordinating Equipment delivery offloading
- Preparing Contractor Construction and Quality Assurance packages

**SKILLS REQUIRED:**

- College diploma or University Degree in Engineering, Business, Marketing or related discipline
- PV design training/certification from accredited school or solar manufacturer an asset
- Solar industry certification (e.g. NABCEP, FSEC) and/or an understanding of PV technology and industry an asset
- Expertise in AutoCAD software
- Knowledge of RETScreen and other modeling software
- 1-2 years of project coordination and/or engineering experience
- Exceptional problem solving and analytical skills
- Excellent communication, collaborative and customer service skills
- Ability to work in a team setting with minimal supervision
- Proficiency in Microsoft Office Suite
- Clean G driver's license and access to a vehicle

Please forward your resume and cover letter to [careers@GrasshopperSolar.com](mailto:careers@GrasshopperSolar.com) with "Project Coordinator" in the subject heading.

Please also mention the job posting source.

Grasshopper Solar is an equal opportunity employer. We thank you in advance for your interest. Please note that only those selected for an interview will be contacted.