

# Domestic Project Coordinator

## Job Description



<b>Job Title</b>	Domestic Project Coordinator
<b>Location</b>	Dublin 12
<b>Reporting To</b>	Office Manager
<b>Date</b>	January 2023

### **Company Profile**

Alternative Energy Ireland (AEI) is Irelands longest established renewable energy specialists. Established in 2007 we are 100% Irish owned and our mission is to give businesses the power to improve their energy efficiency levels and to generate clean power, on site behind the meter.

We are passionate about our business and have built up a strong reputation for being experts in this rapidly growing sector. We partner with one of Europes leading manufacturers so that we can provide a broad range of renewable technologies to businesses with different requirements and preferences across all industries.

The key to our success is our team who share the vision, mission and passion that we have to creating a more sustainable future.

### **Job Summary**

Due to the continued success of the business, we are now seeking a Project Coordinator to join our growing domestic division.

The Project Coordinator will be responsible for coordinating installations in customers homes. You will be customer facing and selecting dates to suit homes all over Ireland. This person will be the customers point of contact and will regularly engage with customers and our installers by phone to coordinate the installations.

Our projects typically include Solar PV systems, heating system upgrades and ventilation systems. The successful candidate will work closely with the Office Manager, AEI employees, sub-contractors and our suppliers to ensure successful delivery of each project. The role is based in Dublin 12 at our new head office.

### **Responsibilities**

- Being the customer point of contact for any queries
- Planning dates for installations to take place
- Booking out stock for each project
- Planning with multiple installation teams
- Answering inbound phone calls
- Working with us to constantly improve our processes and procedures
- Dealing with inquiries and customer concerns
- Other general office admin duties

### **What we are looking for**

- Well organised and capable of working with multiple projects at one time
- Admin support experience
- Ability to problem solve
- Experience in working with a team to achieve results
- Previous experience in the solar / renewable energy sector is an advantage but not essential
- Excellent interpersonal skills
- Fully computer literate

### **What you will get in return**

- Early finish every Friday
- Quarterly company events
- Ongoing company training
- Professional growth and career development
- A collaborative and forward-thinking working environment
- To join an exciting sector, while helping Ireland achieve its energy independence