

**PRIMERGY**

1901 HARRISON STREET, SUITE 1600
OAKLAND, CA 94612

Job Title:	Administrative Coordinator	Position Type	Full Time
Department/Group:	Development & Commercial	HR Contact:	Sara Deslierres
Location:	Santa Barbara, CA	Travel Requirements:	Up to 15%
Applications Accepted By:			

EMAIL: sd@primergysolar.com	MAIL: HR Primergy Solar, LLC 1901 Harrison St Suite 1600, Oakland, CA 94612
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Company & Job Description

Primergy Solar, LLC is a developer, owner, and operator focused on utility scale solar PV, battery storage projects, and emerging energy technologies in North America. Primergy features a diverse and talented team with decades of experience in renewables project development, financing, construction and operations. It is currently managing and progressing a significant portfolio of operational and development stage solar + battery storage projects. Primergy is a portfolio company of Quinbrook Infrastructure Partners and represents Quinbrook's principal solar and solar plus energy storage investment platform in North America.

Primergy is growing our experienced team to manage the significant growth in our business. We offer a fun, entrepreneurial culture, competitive compensation, and the opportunity to work with an experienced, achievement-oriented team.

ROLES AND RESPONSIBILITIES

The Administrative Coordinator provides administrative and project support to the Commercial and Development teams. This is a hybrid position, offering remote work flexibility with a required weekly presence at Primergy's Santa Barbara, CA office. The role may also require occasional in-office attendance on short notice when working remotely. The ideal candidate demonstrates the ability to follow established procedures while proactively identifying opportunities to improve processes and support administrative needs.

RESPONSIBILITIES INCLUDE

- Prepare and edit correspondence, communications, presentations, and other documents.
- Assist with travel booking, conference organization, meeting coordination, and management as requested.

- Organization and planning of departmental events.
- Organization, collaboration, and support of company-wide events.
- Conduct research, collect and analyze data to prepare reports and documents
- Subscription management and renewal/facilitation for the team.
- Communicate with vendors, partners, and accounting to follow up on invoices and other various issues.
- Support expense report completion for key individuals.
- Support legal with administrative support; notary, contract signing, shipping and handling.
- Support IT with Salesforce needs for the commercial and development teams.
- Attend key meetings, providing summaries, notes, and action item tracking.
- Complete project-based work and other duties as assigned.
- Maintain office organization and tidiness, work with local landlord to address facility issues as they arise.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Requires an Associate's Degree, Bachelor's Degree preferred or **equivalent combination of education and experience.**
- Active Notary Commission a plus; eligibility to qualify for notary commission required
- Excellent communication skills
- Minimum 3+ years experience working in an office setting supporting business professionals
- Robust skills in Microsoft Office software, especially Word, Excel, and PowerPoint; SharePoint and Teams a plus
- Experience with event planning preferred

SKILLSET

- Unparalleled honesty and integrity
- Strong prioritization, communication, time management, and organizational skills are a must
- Excellent problem-solving skills and attention to detail
- Proficiency in Microsoft Office 365 products
- Successful in navigating ambiguity in fast-paced environment
- Strong multi-tasking abilities
- Ability to succinctly communicate complex issues
- Ability to quickly step into new tasks and adapt to new circumstances in a dynamic environment

PHYSICAL DEMANDS

- Ability to stand and walk for extended periods and occasionally lift up to 25 pounds

WORK ENVIRONMENT

- Hybrid (Remote & In-Person in Santa Barbara; relocation is not offered)

***** Please include in your cover letter the following:**

- Why this role, and why Primergy?
- What excites you most about the role?
- Tell us about a time you juggled competing priorities.
- One question for us.

Primergy is committed to building a diverse, equitable, and inclusive culture. We recognize that underrepresented groups such as women and BIPOC may be less likely to apply to a role if they do not meet 100% of the listed qualifications. We encourage you to apply if you meet some of the qualifications and if this role is aligned with your career aspirations and interests.

Primergy is an equal opportunity employer and committed to a diverse and inclusive workplace. We welcome all applicants regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or Veteran status.