



## Administrative Office Support

If you would like to work in a fast paced collaborative environment, with a team of talented and driven individuals who are dedicated to solar, our customers, and being a positive force for change in our community, we want to meet you! Luminalt, San Francisco's only majority woman owned solar design-build firm (CSLB #845219), is looking for a colleague to join us in the office working full-time providing administrative office support.

### About Luminalt

Locally owned and operated, we design and build solar systems for homes and businesses in the San Francisco Bay Area. Our award winning customer service and outstanding installation quality are unmatched. Our office is professional but casual. For more information, visit: <http://www.luminalt.com>.

### Job Tasks

Answer phones and emails, prequalify solar customers and take detailed messages; data entry, especially Salesforce; generate Salesforce reports; calendar deadlines, meetings and appointments; photocopy, scan and organize documents; file; office supply ordering; and other administrative office support tasks.

### You:

- Thrive in a challenging fast paced environment with high performance expectations
- Are wonderful on the phone - communicate clearly, respond to concerns and convey information in a way that makes people comfortable
- Love working on a computer, find data entry fun, have experience with Salesforce, Word, Google Calendar and Outlook
- Write well
- Are committed to providing clients with superior customer service
- Are able to multitask, prioritize and get things done
- Are a team player – you work collaboratively with your colleagues, you will step in to help others and are gracious when others step in to help you
- Are highly motivated, ethical and strive for self-improvement
- Have a strong interest in solar and in being a positive force in the community
- Want to work from 9:00am to 5:30pm Monday through Friday

### Compensation:

- Hourly competitive wage
- Paid time off
- Medical insurance
- 401(k) plan after one year employment

Email your resume as an attachment to [officesupport@luminalt.com](mailto:officesupport@luminalt.com), use the subject line: hiring@luminalt.com. Include a cover letter explaining why you would do well on the Luminalt team and what draws you to the job. Let us know what your wage expectations are. This is an entry level position with opportunity for advancement for a talented individual who wishes to work hard and grow with Luminalt. Lastly, please include a note about how you heard of this position.

Luminalt is committed to increasing diversity in the solar industry and is an equal opportunity employer.