

Residential Sales Administrator/Analyst

HES Solar is a full-service solar company in San Diego that is a trusted solar installer and the premier energy storage provider in San Diego County. At HES Solar, our mission is to bring clean, reliable energy to residential and commercial properties throughout Southern California by capitalizing on naturally available solar energy through the installation of self-sufficient renewable power sources. Check out our website to learn more at www.hessolar.com.

Come shine with the HES Solar team!

HES Solar is currently seeking a Residential Sales Administrator/Analyst to support the residential sales department in this technical and customer-facing role. He/she will be responsible for all administrative tasks and duties for the team to ensure that our customers are receiving high quality care and attention. Candidate should be highly organized, analytical, hardworking, team-oriented, and possess excellent communication skills.

Responsibilities:

- Respond to incoming emails and phone calls and conduct preliminary customer qualification for potential residential customers, as needed.
- Receive debrief from outside sales and accurately enter information into Salesforce.
- Schedule meetings for outside sales team and manage their calendars.
- Coordinate with lead generation sources to ensure timely and optimal customer response.
- Prepare documents for sales meetings to support outside sales team.
- Place outbound customer experience and follow-up calls to prospective clients.
- Follow up with aging inquiries via call, text and email.

Qualifications:

- Bachelor's degree preferred.
- 1+ year experience in solar or related industry is required; must have some solar industry knowledge.
- Must possess a passion for clean and renewable energy.
- Strong computer, administrative, organizational, and multitasking skills are all required.
- Candidate must be analytical, detail oriented, efficient, organized, and possess time and project management skills.
- Excellent oral and written communication skills are essential, and candidate must be a team player.
- Knowledge of Salesforce, Aurora, Microsoft Excel, and G Suite platform are preferred.
- Solar design or sales experience, as well as energy storage experience, is a plus.

HES Solar is an Equal Opportunity Employer. HES Solar is a drug free employer in accordance with applicable state and federal laws. All job offers are contingent upon successful pre-employment background check and drug screening.