

## **Part Time Sales Support Specialist Contractor**

Solect is currently seeking a contractor position for our Sales Support Team. The Sales Support Specialist will be a driven, self-starter with a passion for the solar industry and the desire to propel a fast-growing Solar Development firm to regional prominence. Working with our Sales Operations Manager, he/she will assist with lead generation programs, lead research, and general database maintenance. The ability to be detail-oriented as well as see the bigger picture is a key to success in this role, and the ideal candidate will be able to learn quickly in a fast-paced environment while demonstrating excellent communication.

### **Key Responsibilities**

- Assist with strategically focused online research activities for our Prospect database
- Provide help developing and organizing targeted and segmented lead lists
- Maintain up to date and accurate records in our CRM system (Salesforce)

### **Desired Skills & Experience**

- Excellent and detailed online research skills
- Knowledge and experience in solar (PV) energy and a passion for renewable energy is helpful
- Problem solving and ability to proactively research potential concerns or issues
- Proficiency in Microsoft Office, and experience in SalesForce CRM
- Self-starting with a strong attention to detail

Interested candidates should send their resume and cover letter to [hr@solect.com](mailto:hr@solect.com).

### **About Solect Energy Development**

Solect is a full-service solar photovoltaic (PV) project developer and installer based in Hopkinton, Massachusetts, delivering smart solar and energy management solutions to help businesses and organizations reduce energy costs. As an industry leader in commercial solar energy, Solect takes a practical approach to the development, installation and on-going support of each system. We partner closely with our customers, providing strong financial insight and solar technology expertise to optimize their investment while creating a positive impact on the environment. Solect currently has installed over 60 MW (megawatts) of commercial PV systems, with a primary focus on commercial, light industrial and institutional properties in New England. For more information, visit <http://www.solect.com>.