

Assistant O&M Manager

Currently, we are looking for Assistant O&M Manager to join the O&M Department. The successful candidate will work closely with O&M Manager and support him in daily activities, offering and , communication with clients. He will communicate with other members of the team, prepare reports and administrate different processes.

> MAIN RESPONSIBILITIES

- Respond to customer and suppliers communication
- Support the O&M manager in preparation of Operations and Maintenance (O&M) proposals, review of clients contract's requirements, terms and conditions
- Assist the O&M manager in supervising financial and technical aspects of an operating portfolio of PV projects;
- Provide needed information and help O&M manager produce plans in accordance with contract, manufacturer's requirements and good industry practice;
- Help O&M manager in developing relationships with supplier and third-party vendors;
- Communicate with local managers regarding planning, supervising, and coordinating O&M activities of site utilities and department assets;
- Research industry best standards and practices and support O&M manger in adjusting provided services and options by the company
- Prepare reports regarding PV plants, clients, maintenance teams, etc.
- Support the O&M manager in meeting client's contractual requirements;

> YOUR PROFILE

- Education: Bachelor degree in business administration or relevant (degree in electrical engineering, electronics, or similar is a plus);
- Language: strong command of English
- Previous experience in O&M department is a plus
- Proficient with Microsoft Office (Excel, Word, Outlook)
- Strong oral and written communication
- Organizational skills
- Good management skills, with excellent attention to detail and well organized
- Ability to work well as part of a team as well as using initiative.

> WE OFFER

- Excellent working conditions in a team of professionals;
- Development in a multinational company operating in several EU countries, leader in PV sector in East Europe;
- Opportunity to gain knowledge in highly developing sector in the field of green energy and environment friendly solutions;
- Full-time employment contract.

If you're interested in joining the Solarpro team, please send us a CV and a Cover letter (optional) to the following address: hr@solarpro.bg

www.solarpro.bg

