

Technical Associate



GLOBAL PROVIDER OF **INNOVATIVE PV SOLUTIONS**



Established in 2007, Solarpro is one of the leading players in Central and Eastern Europe in the renewable energy solutions (photovoltaics sector). With over 1 000 employees in 9 countries, we offer wide range of smart energy systems and solutions. With more than 7 GWp installed capacity and more than 100 PV plants under operation, we have gained significant experience in engineering, installation, operation and maintenance of PV systems (on-grid, off-grid and hybrid). We have been trading for over 14 years and take pride in delivering project specific solutions, sustainable results and added value to our clients.

We are looking for a motivated and detail-oriented a Technical Associate to support the O&M Department Manager (Contract Management) in all operational activities.

This role requires a detail-oriented professional with strong analytical skills, an understanding of contract management, and the ability to work collaboratively with various stakeholders to ensure optimal performance of O&M activities.

➤ MAIN RESPONSIBILITIES:

- Assist the O&M Department Manager in daily operations and overall departmental activities;
- Prepare and manage bids and guarantees documentation;
- Draft and prepare proposals and quotations;
- Monitor contract performance and compliance, identifying any issues or discrepancies and proposing solutions
- Maintain a database of all O&M contracts, including tracking key dates, obligations, and deliverables
- Provide technical support to the Head of O&M in analyzing and interpreting contract terms and conditions
- Coordinate with the technical team to gather necessary data and insights for contract management.

➤ YOUR PROFILE

- Technical education background is required;
- Proficient computer skills, particularly in Microsoft Word and Excel;
- Strong written and verbal communication skills in English;
- Highly organized with excellent attention to detail;
- Prior experience in the energy sector or a similar role is a strong advantage;
- Demonstrated ability to manage multiple tasks and meet deadlines;
- Attention to detail and strong organizational skills;
- Strong interpersonal skills and ability to build relationships with stakeholders.

➤ WE OFFER

- Development in a multinational company operating in several EU countries;
- Opportunity to gain knowledge in highly developing sector in the field of green energy and environment friendly solutions;
- Excellent working conditions including opportunities for home office, social benefits, etc.;
- Be part of a team of professionals, knowledge leaders in PV sector in Eastern Europe.

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

