



3376 Harvest DR Gordonville PA 17529 - 717-768-7796 - PA HIC PA085455

## **Sales / Consulting / Customer Service**

### **Hiring position:**

Belmont Solar is seeking an experienced and results-driven salesperson to join our energetic team. The individual in this role would provide appropriate product solutions for our customers and help them through our purchase flow from start to finish. Next to teamwork and company profitability, customer care will be of highest priority.

At Belmont Solar, we install solar for residential homes, farms, and small businesses: this requires a passion for technology and alternative energy. As a business, we start at 7:00AM, and our PM finish time is flexible. We also have flexible hours (35 to 50 hours per week), and frequent travel is required.

*\* **Please note:** This opportunity is not for someone that wants the corporate-world life. We are a small company, where everyone knows everyone.*

### **Our most critical requirements:**

1. Sincere interest and dedication to learn and work in a technical service trade.
2. Customer service experience is required.
3. Sales experience is also essential.
4. Electrical experience/knowledge is a big plus (*technical terms are often unavoidable in an electrical-based field*).
5. Excellent organizational skills required.
6. Good communication/record-keeping skills.
7. Must have a good work history with references (*a resume containing this information is required upon application*).
8. Due to clients, there is a dress code requirement and a requirement for good/clean communication without swear words. A history without major law violations is also required.
9. Utmost honesty and ethics required.

### **Job Duties:**

1. Electrical related design
2. Phone and email correspondence with prospective clients
3. In-person visits and consultations with prospective clients
4. Quote & estimate creations
5. Helping prospective clients with ideas, plans, recommendations, resources etc.
6. Help clients through the purchase flow and follow-up with them as needed.
7. Good record keeping in CRM (Customer Relationship Management) software.
8. Take photos of prospective and completed jobs.

9. Take rafter and roof measurements at prospective jobs.
10. Exceptional communication with permitting, engineering, and install teams.
11. Exceptional communication, rapport & trust with clients & potential clients required.

**Optional duties** *(Could be shared with, or delegated to an existing team member)*

1. Accounting
2. Receptionist

**Employment Incentives**

1. Paid vacation and holidays
2. Commission on projects sold and delivered through to completion with good client feedback.
3. Other results-based rewards.