



## **Business Development Coordinator**

### **About Us**

Advanced Solar Products (ASP) is one of the leading Engineering/Procurement/Construction (EPC) firms for photovoltaic (PV) power systems on the East Coast. It designs and builds photovoltaic systems in all sectors from residential to large commercial and utility scale. ASP also conducts research and development programs in solar energy, including battery-based power systems for micro-grid and emergency back-up applications. ASP is an innovative and fast-growing company in a fast-growing industry. Its advocacy was instrumental in the formation of New Jersey's renewable energy program, and in making the state a leader in the nation in solar energy development. The company and its people are dedicated to building a sustainable future and maintain a supportive, collaborative atmosphere. ASP offers competitive salary, benefit and bonus programs commensurate with skills, experience and accomplishments.

Advanced Solar Products currently seeks a full-time **Business Development Coordinator**. The individual will assist with business development, inside sales, business marketing, and other support functions.

This position will report directly to the Business Development Manager.

### **Primary Responsibilities**

- Excellent interpersonal and relationship-building experience.
- Strong oral and written communication proficiency.
- Qualify leads from campaigns as sales opportunities.
- Monitor bid services and evaluate competitive bid opportunities.
- Develop and maintain calendar for Department.
- Assist with proposal preparation.
- Assist Procurement Manager with administrative functions, including cost estimating and preparing purchase orders.
- Organize and maintain project files.
- Participate in customer meetings.
- Develop an understanding of the solar photovoltaic industry.
- Travel as needed, within the U.S.

### **Minimum Qualifications**

- Ability to create and deliver engaging presentations.
- Well-developed time management skills.
- Organized and self-motivated.
- Ability to work independently with minimal supervision.
- Demonstrated proficiency in managing multiple tasks at the same time
- Proficient in Microsoft Office Suite.

### **Preferred Qualifications**

- Bachelor's degree in related field
- Experience with QuickBooks

*Dedicated to Building a Sustainable Future*