



Energy 1

Project & Service Coordinator

Bozeman, MT

Energy 1 LLC is hiring a Project & Service Coordinator to join our Bozeman, MT team.

Energy 1 is a nationally recognized design, construction, and consulting firm specializing in turnkey energy solutions for high-end residential and commercial clients. We deliver engineering, contracting, operations, maintenance, and management services — all geared toward the creation of sustainable energy systems designed to ensure comfort, harmonize with their environments, and optimize cost efficiency.

You will report to and work closely with the Director of Finance & Administration. Specific duties include:

- Set up new projects, verifying that all contract and subcontractor documents are in order, set up project binders, and communicate with clients, general contractors, architects, and subcontractors.
- Lead the weekly project update meeting, and work closely with Department General Managers to track work completed, subcontractor work status, and compile and track change orders.
- Work closely with GM's and the Director of Finance to develop accurate billing forecasts and help track time and material for accurate job costing and invoicing.
- Develop and set up the Service Dispatch system, scheduling and tracking of service jobs, and create a filing system for service documentation/records.
- Answer service-related calls, and then coordinate and schedule service via phone, email or text to field technicians, and provide follow up calls/emails to clients.
- Prepare Annual Maintenance Agreements with clients and property managers as requested, and coordinate and schedule Annual Maintenance visits.
- Invoice project work monthly, and invoice Service and Annual Maintenance visits on a biweekly basis.
- Will serve as part of the Administration Team, maintaining and filing project and service related paperwork, providing back-up to the Accounts Payable department, answering phones as needed, and providing administrative support to senior management as directed.

Candidates must have strong emotional intelligence, be composed, and have the ability to juggle multiple projects and tasks, as well as changing priorities, without anything slipping and without getting flustered. Must be good with numbers, with knowledge of construction firms helpful. Project accounting/project coordination experience is required, and service coordination experience preferred.

We are an energetic and collaborative office, and we value people who work hard, are fun to work with, and have a positive impact on those around them. If you are a team-player who is reliable, strong attention to detail, organized, outgoing, and flexible, and like to work hard, you will be a great fit in our company culture. The schedule is Monday through Friday, 40 hours per week with occasional overtime, and hours will vary between 7am-5pm with some flexibility. College degree preferred, but degree doesn't matter as long as you have experience doing the work and have the right attitude.

To apply, send your resume or qualifications to hr@energy-1.net.

Smart Energy. Clean Energy.™

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