



**Title:** Contracts Administrator - MA

**Location:** Worcester, Massachusetts

**Reports to:** Director of Contract Administration

**Description:** Clean Energy Collective (CEC) is seeking a highly motivated and trustworthy candidate to support company operations by providing assistance to the Project Development team in managing the daily operations of the project development process. This individual will perform the administration of contracts with outside vendors and project development partners, which include highly sensitive and confidential information. This person will be located at the company's Worcester, MA office and will also coordinate extensively with the corporate headquarters in Colorado.

The Contracts Administrator should be equipped with strong computer skills, excellent communication skills, knowledge of real estate, construction, title and/or lease issues and be capable of operating in a fast paced environment. Experience in solar energy is a plus but not required.

**Key Responsibilities:**

- Assist in the development, implementation and maintenance of the company's contract administration system and processes
- Maintain strict confidentiality regarding sensitive information
- Follow standard processes for uploading documents to the online database
- Provide assistance to the Project Development executives to facilitate the logistics and operation of the department in accordance with its processes
- Manage the flow of contract documents and related documentation in accordance with company processes and reporting methods
- Prepare and submit projects to the MA DOER, and other agencies in accordance with established procedures, ensure accurate and timely submissions, plus tracking and reporting
- Assist in arranging and processing various submissions regarding Solar Renewable Energy Credits (SRECs) and other project-related attributes
- Day-to-day operations include: contract administration and coordination across departments, correspondence and coordination with outside vendors and development partners, and generation of purchase orders

**Qualifications:**

- 3 years of experience in similar roles and responsibilities, with direct experience handling vendor and/or legal agreements, land leases, and purchase order processing
- Must be able to multi-task and track multiple projects at one time
- Computer skills must include: Microsoft Office and office support systems
- Ability to maintain a high level of confidentiality within the work environment
- Excellent communication skills: both orally and in writing
- Self-starter with a strong work ethic and determination to see projects through
- Willingness to explore and implement new ideas



**The Company:** A solar tech start-up in 2009, Clean Energy Collective (CEC) has grown to become the world's leading developer of community solar solutions. CEC pioneered the model of delivering clean power-generation through medium-scale solar PV facilities accessible to all utility customers. Since establishing the country's first community-owned solar array near El Jebel, Colorado in 2010, CEC has built or has under development more than 100 RooflessSolar™ projects with 27 utility partners across 12 states, serving thousands of customers, and representing more than 160 MW of community solar capacity. CEC is also the leading provider of community solar software and services to the utility, development and financial industries through its Community Solar Platform™. For more information on CEC, visit [www.cleanenergyco.com](http://www.cleanenergyco.com)

**Compensation:**

Base Salary- Dependent on Experience and Skills

Benefits- Paid Time Off, Medical/Dental/Vision Coverage, Company Equity Plan, Company discount solar purchase program

**Contact:** Please send resumes to [jobs@easycleanenergy.com](mailto:jobs@easycleanenergy.com). No phone calls please.