



Administrative Assistant: (Full time position)

SolarWrights Inc. seeks a qualified person to help in all aspects of office management to help keep the business office operating smoothly. Job duties will include maintaining office supplies, keeping office equipment in working order, general administrative duties, answering phone inquiries, and other project related tasks.

SolarWrights, Inc. is a rapidly growing company focused on the sales and installation of solar energy systems for residential and commercial clients. SolarWrights, Inc. has branch locations throughout New England. A small to medium sized employer, SolarWrights, Inc. was named Rhode Island's "Entrepreneur of the Year" in 2007 and one of the "Best Places to Work in RI" in 2006 and 2007 by the Providence Business News. We are currently hiring an Administrative Assistant to work out of our Springfield, MA Office. SolarWrights offers competitive pay, benefits, 401k, vacation time, and excellent opportunities for growth.

For additional information about SolarWrights, visit our website at www.solarwrights.com.

Responsibilities and Duties:

- Answering phones
- Maintaining office supplies
- Maintaining office equipment
- Mail Collection
- Schedule appointments
- Work efficiently and in a professional manner.

Qualifications and Experience:

- Must be reliable and dependable.
- Must be able to learn new skills.
- Ability to work as a team member.
- A commitment to renewable energy and the environment are required.
- College Degree in administration preferable
- Ability to take initiative and prioritize multiple projects simultaneously is required.
- Proven organizational skills and project management experience are desired.
- Proficiency in the MS Office Suite, including Word, Excel, Outlook, etc.

Please send resume of qualifications and cover letter to:

SolarWrights, Inc.
Attn: Mike Kocsmiersky
PO Box 51924
Springfield, MA 01151