



Project Management Intern

Position Overview:

At Halo Solar, our mission is to engage and empower – for a better life and a sustainable future. Our team is compiled of passionate experts that are dedicated to continued personal growth and education as the solar field continues to expand, and new systems are developed. If you are looking for an internship that will provide you with leadership opportunities, personal growth, and pride in knowing that you are helping to create a more sustainable future for all, then you have come to the right place!

We are searching for a Project Management Intern to join our team. The paid intern will gain real-world project management experience by shadowing and assisting our team both in the office and in the field.

What Does the Project Manager Team Do at Halo Solar?

Our Project Managers work both on-site and, in the office, overseeing the operational and financial aspects of construction projects. They are enforcers of process utilization, safety, and risk management; and are cultural managers by ensuring that the company's fundamental values and beliefs are followed and maintained. Project Managers possess excellent communication skills as they are the client's primary liaison from the contract signing until the project is fully completed. They coordinate with vendors and subcontractors to ensure deadlines are met and standards upheld.

Our Project Management Intern will get the opportunity to learn about this process firsthand while assisting with daily operations.

Primary Responsibilities:



- Facilitate project scheduling, tracking, and deadlines
- Support material ordering and deliveries
- Practice job costing and customer invoicing
- Aid in completing and filing project applications and permits
- Assist with project design and estimating support
- Act as a dependable liaison for both internal and external stakeholders, fostering smooth communication and coordination
- Attend site evaluations
- Efficiently manage and update company databases
- Support seamless office operations
- Maintain office organization and inventory levels
- Perform all other tasks requested by your supervisor

Knowledge, Skills and Abilities Required:

- Effective communication skills (oral, written, presentation)
- Adaptive, resourceful, and detail oriented
- Ability to take initiative
- General computer skills required (MS Office, Excel, Outlook)
- Ability to operate a forklift pending on the job certification
- Must have a Valid Driver's License
- Ability to commute to and from office
- Ability to travel to and from job sites within 30 miles
- Course work or experience in the following fields not required, but preferred: renewable energy, construction, electrical, and project management



Physical Demands:

- See details of objects three feet away
- See color to discern color coding
- Frequently enter data into computer/IPAD/Phone with keyboard.
- Move about and inspect areas of a jobsite in all types of weather
- Constantly communicate with customers, vendors and teammates through online chat, email and verbal exchanges.
- Wear required PPE
- Lift 50 lbs
- Ability to climb a ladder and get on a roof
- Travel up to 50% of work hours

Pay: \$17/hour

Hours: Up to 40 per week

Travel: Milage reimbursement available

To Apply: Email a cover letter and resume to apply@halosolar.net

Halo Solar is proud to be an Equal Opportunity Employer. Our hiring practices provide equal opportunity for employment without regard to race, religion, color, sex, gender, national origin, age, United States military veteran's status, ancestry, sexual orientation, marital status, family structure, medical condition including genetic characteristics or information, veteran status, or mental or physical disability so long as the essential functions of the job can be performed with or without reasonable accommodation, or any other protected category under federal, state or local law.



Halo Solar reserves the right to modify, interpret or apply this job description as appropriate in its business judgment. This job description does not mean that these are the only duties, including essential duties, to be performed by the employee occupying this position. Employees will be required to perform any other functions or duties assigned to them by management. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."