

[Yaskawa – Solectria Solar](#), a wholly-owned subsidiary of Yaskawa America, Inc., is the 2nd largest commercial inverter manufacturer in the U.S. Solectria’s products include 3.8 to 750 kW inverters, string combiners and web-based monitoring for all size solar systems. We offer a friendly work environment, great benefits, the ability to work with cutting edge technology and the chance to work with an innovative and dynamic team. We are conveniently located off I-495 in the Riverwalk complex. To apply for this or any other position, e-mail your resume to hr@solectria.com.

POSITION DESCRIPTION

TITLE: Sales and Operations Specialist
SUPERVISOR: Sales and Operations Supervisor
LOCATION: Lawrence, MA
CLASSIFICATION: Non-Exempt, Full Time
REFERENCE CODE: SLS-2017-202

DUTIES:

- Provide customer support via verbal and written communication including product information, product pricing quotes, logistics coordination, and product delivery for warranty and aftermarket sales
- Review, clarify and compare Solectria policies and procedures against customer current and proposed systems for warranty and aftermarket sales
- Assist Sales with customer quotes on products, enquiries while developing business relations for aftermarket sales
- Access and update CRM database
- Enter Sales Orders as needed; become familiar with customer order process
- Assist in all sales efforts as required

REQUIREMENTS:

Skills/Knowledge/Abilities:

1. High degree of initiative, self-motivation, flexibility and creativity.
2. Strong computer skills including Windows, MS Office and CRM software (Salesforce is a plus).
3. Excellent communication and interpersonal skills are essential.
4. Friendly, outgoing personality; enjoy working in a fast paced environment in the renewable energy market.
5. Attention to detail is required.
6. Knowledge of photovoltaic industry is a plus.

Education/Certification:

1. Bachelor’s degree, Recent graduates are preferred.