

Project Coordinator

Company Overview

Anura Energy is an energy efficiency services provider that delivers a wide range of energy-saving solutions to meet the energy saving goals for our clients and customers. Our efforts include program design, project management, project fulfillment and data analysis. Our company strives to deliver value at every touch point with a team of enthusiastic and hardworking individuals.

Position Summary

Our growing company is seeking to hire a Project Coordinator who is responsible for assisting our customer success team and field service teams in organizing our ongoing energy efficiency projects. This position involves communicating with customers and clients, monitoring work plans, coordinating schedules, preparing project documents and reports, and ensuring that project deadlines are met in a timely manner. The role of Project Coordinator requires a high level of quality customer service, organizational skills, and meticulous attention to detail.

Location

Office is in Naperville, Illinois.

Position Responsibilities

- Prepare and monitor project work orders, coordinate appointment schedules and resource allocation, and manage necessary documentation for the smooth delivery of energy efficiency projects and services.
- Provide support for outreach efforts, including property research and customer communications via phone, email, and remote meetings.
- Perform data entry of project details, occurrences, changes, and communications. Validate data and documentation entered or collected by others.
- Work extensively in Salesforce to track activities, run reports, and schedule appointments.
- Advanced document management tasks using Adobe and DocuSign.

Position Qualifications

- Minimum of 3 years of work experience in project coordination related roles
- Minimum of 2 years of customer service-related work experience
- Minimum 2-year college degree required
- Exceptional verbal, written and presentation skills.
- Ability to effectively work on tight deadlines.
- Proficient in Microsoft Office 365, including Word, Excel, Outlook, and Teams
- Experience using CRM and database tools

Full time, salary position - typical schedule is weekdays 8:00am to 5:00pm.

Benefits include health insurance, retirement plan, and paid time off.

Opportunities for professional growth and performance pay.

Drug and smoke free environment. Must be able to pass background check.

Clean driving record is required to drive company vehicles.