

**JOB TITLE:** Marketing Coordinator

**JOB STATUS:** Full-Time

**EMPLOYER:** Hannah Solar Government Services LLC

**PLACE OF WORK:** 217 Cember Way Suite C Summerville, SC 29483

**GENERAL:** Hannah Solar Government Services (HSGS) is a Service-Disabled Veteran Owned Small Business specializing in the project development, design, installation, and maintenance of electric vehicle charging stations and commercial and utility scale solar PV systems for government, commercial, utility, and residential clients. The purpose of this position is to provide HSGS with marketing and administrative support as well as provide the employee with experience in renewable energy, government contracting, sales, marketing, and general business.

**WORK DAYS/HOURS:** Typical office hours are Monday thru Friday, 8:30AM – 5:00PM at our office in Summerville, SC.

**JOB DUTIES:**

- Support the sales and marketing team in daily administrative tasks
- Assist in marketing and advertising (e.g., social media, website, etc.)
- Prepare promotional presentations
- Assist in managing and updating Client Relations Management (CRM) system
- Generate and qualify commercial sales leads
- Manage mail marketing campaigns
- Help organize marketing events

**EDUCATION AND TRAINING:** Seeking recent graduate in Marketing, Communications, or similar field.

**EXPERIENCE:** Familiarity with marketing computer software, social media, and the latest marketing trends/techniques is preferred.

**REQUIRED SKILLS AND KNOWLEDGE:** This position requires the basic ability to understand documents, define problems and draw valid conclusions. It also requires knowledge and skill in the use Microsoft Office and other computer-based programs. The ability to self-motivate and act autonomously is essential as tasks may often be assigned with little guidance. Whereas communicating with existing and potential clients of HSGS may be required, interpersonal communication skills are essential.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** A driver's license is required at time of hire and must be maintained as a condition of continued employment.

***The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**WORK ENVIRONMENT/PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee may be required to stoop, kneel, crouch, and crawl. The employee may infrequently be required to lift and/or move up to 50 pounds.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, compute, evaluate, and use interpersonal skills. Frequently required to compare, copy, synthesize, compile, and negotiate.

**CITIZENSHIP:** Proof of United States Citizenship required.

**BACKGROUND CHECK:** Must be able to pass a back-ground security check as required by the US Government to gain access to military and government facilities prior to employment.

**CONTACT:** No phone calls please. Email resumes to Emma Duncan at [emma@hsgs.solar](mailto:emma@hsgs.solar)