



# Namasté Solar

## — Electric —

2639 Spruce Street  
Boulder, CO 80302  
303-447-0300  
303-443-8855 (Fax)  
[info@namastesolar.com](mailto:info@namastesolar.com)  
[www.namastesolar.com](http://www.namastesolar.com)

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Namaste \nah-mah-stay\ (Sanskrit) Greeting of great respect, celebrating the interdependence of all living things

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### **Operations Manager/Co-Owner**

#### **ABOUT US:**

Namaste Solar is a values-based, employee-owned company. We are interested in hiring well rounded team members who are committed to sustainability and are passionate about solar energy. If you're interested in joining the Namaste Solar team, we recommend that you review our website thoroughly to learn more about us.

#### **JOB DESCRIPTION:**

We are seeking an Operations Manager who is a collaborative, strategic thinker whose skills will contribute to the efficiency of the company's operations. This person will coordinate among departments such as IT, Marketing, Finance, Human Resources, Project Management, Installation, and Sales to ensure smooth processes and facilitate departmental communication. The ideal candidate is an individual who is:

- Interested in a long-term career in the solar industry.
- Well-rounded and capable of assuming multiple types of responsibilities. We are looking for people who can take on diverse tasks ranging from project management and hands-on installation to customer service and sales.
- Values-oriented: Namaste Solar is dedicated to the betterment of our planet through progressive environmental and social change. Our work is motivated through a desire to better the world in which we live. We are looking for team members whose personal values are in alignment with ours.
- Positive and team-oriented. We are employee owned and operated. Ability to work well with others is of paramount importance.
- An excellent communicator and self motivated.

#### **RESPONSIBILITIES**

- Improve the operational policies and processes that support the overall company mission
- Lead Operations Committee meetings, which consists of members from various company departments, and spearhead creative solutions to improve company processes and functions
- Facilitate departmental/committee communication
- Play a significant role in strategic, short-term, and long-term planning of company direction & success
- Researching, planning, and facilitating company strategies
- Data collection and analysis to improve process efficiency and customer experience
- Monitor and report company progress vs. goals
- Participate in creating and developing new company processes and procedures for Boulder and Denver office communications
- Participate in regular meetings with the Finance Committee for fiscal planning
- Assist with departmental budget creation as well as quarterly & annual analysis



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### QUALIFICATIONS

- Minimum 3 years experience in Financial & Operational management
- Exceptional communication skills both verbal and written
- High-level organizational skills & ability to multi-task and set priorities
- Demonstrated leadership and vision in managing staff groups and complex projects
- Excellent interpersonal skills and a collaborative management/work style
- Budget development and oversight experience
- Demonstrated commitment to high professional ethical standards and a diverse workplace
- Ability to succeed in a fast paced, community environment
- Ability to challenge and debate issues of importance to the organization
- Ability to look at situations from several points of view and be persuasive with details and facts
- Ability to delegate responsibilities effectively
- Excellent computer skills and proficient in Excel, Word, & Outlook

### EDUCATION

- MBA or related Masters Degree or 3 years equivalent work experience.

If this sounds like you, please send a resume and cover letter that answers the following questions:

- What are your long-term career interests? Are you truly interested in pursuing a career in the solar PV industry above all else? We are looking for individuals to join us for the long term.
- What kind of day-to-day activities do you want to be doing? Both at the beginning as you get up to speed, and 1-2+ years from now?
- What kind of job roles do you enjoy?
- How would you describe yourself and your values? We are an employee-owned, values-based company and this is very important to us. If you haven't done so already, please check out the "About Us" page on our website for some more information on this subject.
- What are your compensation goals, both at the beginning and over time? Our starting salary is mid-\$30k, plus a generous health insurance plan, profit sharing, and 6 weeks Paid Time Off each year (PTO is prorated 1<sup>st</sup> year by start date). The 2<sup>nd</sup> year salary is mid-\$40k in addition to the above mentioned benefits.
- Lastly, include some questions that you'd like us to answer.

Please attach resume and cover letter and send to: [jobs@namastesolar.com](mailto:jobs@namastesolar.com). We look forward to learning more about you.



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