



3026 Owen Drive, Suite 104
Antioch, TN 37013
P: 615-641-4050 F: 615-641-2219
www.lightwavesolar.com

LightWave Solar (“LWS”) is looking for a qualified candidate to fill a position which encompasses traditional duties of: (1) Office Administrator (2) Payroll & Benefits Coordinator (3) Accounting Assistant.

Requirements / Experience

Microsoft Office familiarity – Outlook, Excel, Word, PowerPoint
Good telephone skills to screen calls, assess priority of incoming requests
Must be mature, organized and have the ability to multitask
Payroll input experience using an online payroll processor
New employee orientation, intake, benefits enrollment
QuickBooks experience is a plus

Duties

Track invoices, process payments, and record deposits
Monitor and re-order office supplies
Maintain database of contract information, closeout documents
Track employee hours, maintain payroll records, payroll processing
Assist employees with benefits enrollment, changes, reconcile benefits billing
Maintain vendor relationships, including office cleaning, alarm monitoring, etc
Support marketing initiatives, customer service, and all facets of organization.

Other Considerations

This is a full-time position on which LWS has historically maintained some flexibility in hours to accommodate individual needs.

LightWave Solar designs, installs and maintains solar power arrays for commercial and residential customers in a three state area. The company is committed to quality solar projects that exceed client expectations. Since its founding in 2006, LightWave Solar has completed over 700 solar projects, including highly visible projects for the Nashville Music City Center, Memphis Agricenter and multiple solar projects for Nissan. With its main office in Antioch, LightWave Solar employs approximately 30 passionate individuals.

Interested candidates should send an expression of interest and resume to:

Kelly Marett:

kmarett@lightwavesolar.com

Tel (615) 641.4050 ext. 107