**Job Description and Requirements**

**Job Title**: Designer I **Supervisor**: Design Manager

**Minimum Job Skill Requirements**:

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| --- | --- | --- | --- |
| * Basic Computer Skills | * Microsoft Office | * Communication Skills | * Internet |
| * 3D Modeling | * Email | * Phone | * Adobe PDF |

**Job Description:**

The Designer I develops a general solar layout for the Sales Team. This requires working with all company departments within Sun Solar LLC. A wide range of construction, electrical and design knowledge is preferred but not required.

**Job Duties:**

* Adhere to company design standards.
* Adhere to any other design related tasks.
* Prioritize work order for all assigned work items.
* Assist and help maintain internal Design Department processes.
* Follow department procedures for data backup and the storage of critical project design files outside of the internet.
* Interface with the sales team as necessary to ensure excellent Customer Service Experience.

**Job Requirements:**

* Technical background, preferably with experience in electrical architectural or engineering document creation (preferred but not required).
* Strong customer service skills, excellent written and verbal communication skills, strong organizational skills including attention to detail and multi-tasking skills.
* Strong working knowledge of MS Office, 3D Modeling, internet use, and general computer applications or software.
* Strong initiative, problem solving skills, and capacity for change with new developments.

Employees must adhere to Sun Solar’s rules and safety guidelines as stated in the employee handbook. These job responsibilities are not all inclusive and at any time my supervisor may ask me to perform jobs not described above. I have read and understand this job description. I understand the importance and relevance of my job and how it contributes to the success of Sun Solar.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**