



### **Job Description**

RawSolar, Inc. is a renewable energy company located in the bay area and is looking to hire an Office Manager. We are building a fun and dynamic work environment that is constantly changing as we grow. We are searching for someone who will be excited to join our team, but with significant experience who will be willing to assist with recruiting, event planning and miscellaneous business matters.

### **Candidate Requirements**

Renewable Energy Company Seeks Experienced, Energetic Office Manager/Bookkeeper/Receptionist/HR & Exec Assistant Who Is:

- Detail oriented
- Proficient in Microsoft Office Programs, including Word, Excel, PowerPoint & Outlook, QuickBooks as well as internet savvy
- Excellent communicator, both verbal and written
- Maintain complicated and constantly changing master calendar for each employee
- Experience with time entry, preparing expense reports, billing and invoicing, updating accounts and contact information

### **Application Process**

To learn more about RawSolar visit <http://www.raw-solar.com>. Please send resumes and cover letters to [careers@raw-solar.com](mailto:careers@raw-solar.com) with the subject line: Office Manager  
Salary will depend on skills and experience.