



We support PV systems

Formerly Everest Solar Systems 

K2 Systems is the engineering leader for all your mounting system needs. We are the US division of an international company and we are a proud market leader with more than 16 GW installed worldwide. We have offices in Germany, England, France, South Africa, Italy, Brazil, Mexico and Australia. There are currently about 210 employees in our global company, but as we grow we need new talent to join our team of professionals and help take solar to the next level!



We are looking for a committed

Project Management Coordinator

At K2 Systems there will be opportunities to shape and develop your career in an innovative industry where you participate in the energy revolution. You will be a part of a company where you can make a difference! We are a dynamic company with a friendly open-door culture. Join us and you'll get to work hard and play hard in San Diego's North County!

Roles & Responsibilities

- ▶ Follow and adhere to established project methodology and best practices set out by PDM to ensure projects are delivered on-time
- ▶ Assists in the management of production information through Microsoft Teams
- ▶ Manages small to medium scale projects or multiple small to medium scale projects
- ▶ Build and maintain detailed project schedules for all assigned projects in any media or channel
- ▶ Participate in creative forecast meetings to assist in project workload and prioritization
- ▶ Manage work load to complete tasks in a timely manner
- ▶ Assists in ensuring that issues and risks are captured, documented, managed, escalated/resolved in timely and effective manner
- ▶ Manages and coordinate aggregated tasks and deliverables helping to provide prioritization as to avoid conflicts or bottlenecks within account management relative to production
- ▶ Keep current by participating in educational opportunities and reading technical publications

Knowledge of

- ▶ Project management and product launch
- ▶ Experience managing multiple projects
- ▶ Interpersonal skills using tact, patience and courtesy
- ▶ Microsoft Excel, Word, PowerPoint, Outlook, and Teams preferred



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Ability to

- ▶ Communicate effectively both orally and in writing
- ▶ Lift literature boxes, product samples and other sales materials
- ▶ Maintain records and prepare reports
- ▶ Establish and maintain cooperative and effective working relationships with others
- ▶ Meet schedules and timelines

Desired Skills / Qualifications

- ▶ Bachelor's degree preferred
- ▶ Project management experience
- ▶ Excellent communication and presentation skills
- ▶ Must be a motivated self-starter and have strong organizational and analytical skills
- ▶ Strong strategic thinking skills with a high attention to detail
- ▶ High degree of intellectual curiosity and self-awareness with strong problem-solving skills

Physical Demands

- ▶ Work is performed while standing, sitting and/or walking;
- ▶ Requires bending, squatting, crawling, climbing, reaching;
- ▶ Requires the ability to communicate effectively using speech, vision and hearing;
- ▶ Requires the use of hands for simple grasping and fine manipulations;
- ▶ Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds;
- ▶ Requires activities involving being at customer sites, construction sites, moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

Your Application

Have we piqued your interest?
Please send your resume and cover letter along with your earliest available start date to:

Tyler Wiggins
hr@k2-systems.com
+1.760.301.5300

www.k2-systems.com