



BASELINE SOLAR

NOW HIRING! COME JOIN THE BASELINE SOLAR TEAM!



Administrative Coordinator

Baseline Solar Solutions is seeking a highly organized, detail-oriented Administrative Coordinator to support the daily administrative, financial, and operational needs of our growing solar company.

- **Schedule:** Full-time, 40 hrs/week — starting mid-October 2026
- **Pay:** \$18–\$20/hr, based on experience
- **Reports to:** VP of Business Operations
- **Location:** on-site position in Christiansburg, VA

Key Responsibilities

- **Accounting & Financial Administration:** Process A/P and A/R, maintain financial records, and reconcile credit card statements
- **Business Administration & Compliance:** Maintain business licenses, company records, and compliance documentation
- **Team, Employee and HR Support:** Coordinate team events and maintain employee training / certification logs
- **Marketing & Sales Support:** Assist with marketing events and provide administrative support for sales activities
- **Customer Service:** Serve as a friendly point of contact, responding to or routing customer questions

Qualifications

- Strong organizational skills and attention to detail
- Comfortable with numbers, invoices, and spreadsheets
- Strong written and verbal communication
- Able to manage multiple priorities independently
- Proficient with Microsoft Office/Google Workspace; bookkeeping or AP/AR experience preferred (QuickBooks a plus)
- Solar experience not required

What We're Looking For

A reliable, proactive team player who's comfortable in a small-business setting and eager to learn.

Who We Are

Baseline Solar is a locally-owned and operated company founded in 2008. Our mission is to make the world more sustainable through solar energy solutions. We have assembled a team of like-minded individuals who share these same values and a sense of urgency when it comes to the environment.

Ready to Apply?

Send a resume and cover letter to info@baselinesolar.com.