

**DOES MAKING A REAL DIFFERENCE** in people's lives and the environment matter to you? Do **personal and professional growth** excite you? Are you an adventure seeker who likes a **variety of challenges**? Have you ever been a **valued member of a company** where you are encouraged to share your ideas, help improve processes, and are recognized for your efforts? Does a hungry culture where you are **empowered to improve yourself** through personal development and structured professional goal setting interest you?

## **PART TIME FIELD REPRESENTATIVE**

We are seeking a **Part Time Field Representative, to be based out of the western Massachusetts area**, to join our growing team. The **PT Field Representative** will report directly to our **Senior Project Manager** and work closely with the other Field Reps, Project Managers, and our Project Logistics Coordinator. Team meetings will be available for our **PT Field Representative** to join remotely. The ideal **PT Field Representative** is comfortable with the idea of flexible work hours that may change week to week, as it pertains to various active projects. Additionally, on a need basis that will adjust accordingly, there may be times the **PT Field Representative** is asked to come to our office in Somerville, MA.

The **PT Field Representative** will be our eyes and ears on the ground for our lighting, weatherization, and HVAC projects in any stage from planning through post-completion. They will focus their efforts on our projects based in western MA and will be responsible for maintaining a high level of visibility in the field. They will also play a significant role in communication and problem-solving among Paradigm, our subcontractors, and our customers.

The **PT Field Representative** must be flexible to handle material pick-ups and deliveries on a need basis. If this becomes a component of the role, there will be well planned coordinated handoffs from our office located in Somerville. Additionally, the **PT Field Representative** should be available for occasional material deliveries at home. This is a dynamic role that will change over time, with room to take on additional responsibilities as needed, such as working with our Project Development team.

### **Responsibilities:**

- Represent Paradigm while in the field, cultivating strong relationships among subcontractors, customers, and the internal team, and delivering our premium project experience to all parties
- Perform site visits, monitor, and report on project progress and quality
- Identify and communicate project issues or changes
- Become a technical resource for product information
- Exhibit sound judgment in assessing safety and risk
- Deliver materials to project site and retrieve materials as needed
- Assess job completion and quality of work
- Communicate quickly and effectively with the rest of our Project Delivery team
- Input and maintain project data in excel and other tools
- Document activities and respond to tasks in project management software
- Be available for schedule changes on a short notice

### Minimum Qualifications:

- High School Diploma or equivalent
- Able to work anywhere from 10-20hrs a week, with flexibility
- Proficient computer skills
- Valid driver's license for operating a vehicle; vehicle with storage capacity a plus
- Ability to lift up to 50 lbs. and climb ladders
- Ability to work in a fast-paced, high-impact environment
- Strong communication skills (verbal, written)
- Strong organization skills (time, information, and materials)
- Ability to prioritize
- History of working effectively on a team

### Compensation:

- Hourly Rate
- Milage reimbursement
- Health insurance
- Dental insurance
- Vison
- Retirement matching plan
- Bonus potential

### To Apply:

- **Please submit your resume** at <https://paradigm-esco.com/job/pt-field-rep/>
- **Cover letters are welcomed too!**
- **Take our behavioral assessment** – it's only 2 questions.  
**Link to the assessment:** <https://assessment.predictiveindex.com/bo/c7Y/FRPES21>  
or scan the QR code to the right.





**Paradigm Energy Services** ([www.paradigm-esco.com](http://www.paradigm-esco.com)) is an **Energy Services Company** providing energy efficiency and renewable energy solutions in the Mass Save Efficiency programs. We focus on reducing energy costs and improving the energy infrastructure in low-income communities. We develop, design, build, and finance solutions to utilities, agencies and building owners in affordable housing. Our commonsense approach, born out of the commercial construction industry, improves our client's bottom line while delivering a premium project experience.

#### **Our Culture:**

We have a **culture of accountability**, to both professional goals and personal development. We deliver a premium experience to all project stakeholders by staying committed to the simple belief that **everyone deserves to be treated with dignity and experience an improving quality of life**. We realize our belief by incorporating **6 core values** into our culture and the daily execution of our business. They are:

1. Treat everyone with dignity
2. Take the time to do it right
3. Be impeccable with your word
4. Always do your best
5. Don't make assumptions
6. Don't take things personally

*There is a high probability you have never worked at a place like this.*