



SARAPIS ENERGY™

## PROJECT COORDINATOR

**Department:** Project management

**Job Location:**

**Job Grade:**

**Industry:** Solar Energy

**Reporting to:**

**Job ID number:**

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### Overall purpose of the Job:

The Project coordinator is responsible for representing the Owner on-Site, monitoring and evaluating the performance of the EPC Contractors, Conducting audits, schedule progress review meetings, involve Owner technical office and project technical consultant as required. The project Coordinator will also Issue reports to quantify project progress and provide relevant feedback on work quality and ensure contractor compliance with safety and health standards. Additionally this role involves overseeing projects from conception through execution, ensuring the timely delivery of high-quality, sustainable renewable energy systems that align with Sarapis Energy's mission.

### Primary Tasks:

#### A. Essential:

- Monitor project progress, identify potential risks, and implement mitigation strategies.
- Coordinate with relevant stakeholders to maintain quality control and track progress, ensuring successful project execution
- Supervises on installations and ensures methods of operation are followed in a safe and timely manner. In addition to monitoring subcontractors and site labor work.
- Ensures productivity rates are met daily, and installations are conducted up to quality standards.
- Ensures all aspects on site are operating smoothly, plans daily resources, tools and equipment and ensures site facilities are well maintained.
- Reports daily, weekly, and monthly progress to the project team.
- Manage EPC contracts implementation and control.
- Maintain project documents and filing system.
- Supervise all site acceptance tests with the relevant consultants.
- Handling and coordinating all communication with all project stakeholders.
- Support on Managing the technical and financial aspects of projects, including resource assessment, and performance analysis.
- Conduct feasibility studies and site assessments for potential projects.

#### B. Additional:

- Ensure all projects meet the highest standards of quality and safety.
- Contribute to the continuous improvement of Sarapis Energy's services.
- Assist in the development of technical documentation and project development processes.



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**KPI's:**

- **Project delivery Rate** (Percentage of projects delivered on time, within scope, and budget) >95%
- Number of supply agreements signed with the common supply company in the first year

**Educational background, Skills and Experience required:**

- A bachelor's degree in engineering, preferably electrical engineering or construction management engineering.
- Minimum of 3 Years in Engineering positions with a focus on renewable energy
- Experience managing projects from conception to completion, with a focus on delivering results on time and within budget.
- Eye for details for thorough inspection and identification of installation faults.
- Excellent presentation and communication skills.
- Ability to translate technical concepts into clear, compelling proposals.
- Experience in managing small to medium scale projects, including budgeting, scheduling, and resource allocation.
- Ability to adapt to changing market conditions and client needs.
- Creative thinking and a proactive approach to improving systems and processes.
- English and Greek language proficiency is a must.

**Specialized knowledge:**

- Project management
- PV installation & electrical safety
- Grid-connected systems
- Cypriot Grid Code
- Theory of solar energy
- Basic commercial and contracts related knowledge
- Experience in utility scale solar projects, distributed generation, and/or supply of electricity
- Simulation software; PVsol, PVsyst, Helioscope, Meteonorm

**Working Conditions:**

Sites and Office