



Business Development Specialist – Urban Solar

Overview:

Urban Solar is the leading manufacturer of standalone solar energy systems for the public transportation industry in North America. Urban Solar's vision is to become the leading integrator of off-grid digital amenities at bus stops that enhance public safety and promote the use of public transit. Reporting to the Engineering Manager and working with Urban Solar's cross-functional development team, the Electrical Project Engineer will play a key role in realizing this vision.

Reporting to the Director of Business Development, the Business Development Specialist will support sales and relationship-building efforts with transit agencies and public organizations across North America. This is a unique opportunity for a new graduate to gain hands-on experience in business development, project coordination, and client support within a rapidly growing clean-tech company.

This position requires someone who's eager to learn, self-motivated, and excited about the intersection of renewable energy and public infrastructure. Furthermore, the right individual will have a team-oriented mindset, willing to learn, and collaborate with a mission-driven team that values curiosity, ownership, and continuous improvement.

High-Level Responsibilities:

- Conduct outbound lead generation, outreach, and follow-up with transit agencies and related organizations
- Respond to inbound inquiries and prepare sales information packages, quotes, and order documentation
- Learn to understand client needs and identify how Urban Solar's off-grid solar solutions can support them
- Collaborate with internal teams (engineering, production, finance) to ensure smooth project execution and customer satisfaction
- Support the development of marketing content, sales strategies, and proposal materials
- Participate in customer meetings, virtual or in-person, and follow up post-installation to ensure a positive experience
- Assist with internal order fulfillment processes as required

Activities May Include:

- Phone, email, and social media outreach
- Virtual and face-to-face client meetings
- Conducting customer discovery calls and documenting needs
- Preparing and delivering product and pricing information
- Attending internal sales and marketing team meetings
- Supporting ongoing account management and CRM updates

**Requirements:**

- A new graduate with a Bachelor's degree in Business, Engineering, or comparable education and experience. A co-op student available for two consecutive terms would also be considered, with an adjusted compensation package to reflect the nature of the placement.
- Project management experience in a customer-facing role (PMP, or CAPM is a plus!)
- Eager to grow and develop within a clean-tech sales. No previous experience in sales required
- Strong verbal and written communication skills, with the ability to convey technical concepts clearly
- Detail-oriented and organized, with the ability to manage multiple tasks
- Team-oriented with a collaborative mindset
- Motivated and adaptable to a fast-paced, evolving work environment

Additional Beneficial Skills and Qualities:

- Comfortable engaging with clients and building rapport
- Background in technical or renewable energy concepts

Location:

The Business Development Specialist will be based at Urban Solar's head office in Victoria, BC. Applicants must be legally eligible to work in Canada. A hybrid work structure may be offered; however, applicants must be able to attend in-office meetings a minimum of 3 days per week.

Application:

Candidates must submit their resume and a max 200-word essay response on 3 ways transit stops can be improved using solar-powered amenities to [TallSky Consulting](#)



**Salary:**

Full-time (37.5 hours per week)

Starting at \$60,000/year

Benefits:

Urban Solar team members are entitled to extensive benefits including:

- Monthly team lunches
- Public transit/active commuting reimbursement
- Sparkling water, high-quality coffee and teas
- Weekly fruit and vegetable trays
- Teambuilding events and celebrations
- Company library and weekly book club
- Mentorship and coaching
- Working with an awesome team that is passionate about Urban Solar's mission of helping transit agencies build better, safer bus stops.

Following a three-month probation period, Urban Solar team members are entitled to the following additional benefits:

- Comprehensive medical and dental benefits
- \$1,000 annual education credit
- \$500 annual health and fitness credit
- Minimum three weeks' vacation time from the start date of employment
- Urban Solar profit-sharing program
- Flex Fridays
- Hybrid working arrangements (up to 2 days/week based on management discretion)

Please note that Co-op student placements will receive an adjusted compensation package to reflect the nature of the placement.