



## JOB DESCRIPTION

**TITLE:** Project Controls Analyst  
**Department:** Project Execution and Operations

### THE COMPANY

GlidePath Power Solutions LLC, based in Chicago, IL, is a developer, owner, and operator of energy storage projects throughout the USA. GlidePath's mission is to accelerate the energy transition to a 100% carbon-free electric grid deliberately and profitably through sustainable, accessible energy storage development, deployment, operations, and optimization.

## JOB DESCRIPTION

### POSITION OVERVIEW

We are seeking a detail-oriented and organized individual to join our team. The Project Controls Analyst will support the Development, EPC, and Operations project management efforts by ensuring smooth coordination, efficient communication, and effective completion of project-related activities. This role requires a proactive individual who can multitask, prioritize tasks, and maintain a high level of professionalism while collaborating with cross-functional teams.

### RESPONSIBILITIES

- **Project Coordination:** Assist project managers in planning, organizing, and executing projects from initiation to completion. Assist with coordinating project schedules, tasks, and resources to ensure timely project delivery.
- **Communication:** Assist in coordinating project-related communication utilizing Microsoft Teams, SharePoint, and OneNote. Facilitate communication between team members, stakeholders, and clients, ensuring all parties are well-informed of project progress and updates.
- **Documentation:** Help maintain accurate and up-to-date project documentation, including project plans, schedules, status reports, and other relevant records. Ensure project documentation remains organized and tracked using the project management suite of tools.
- **Scheduling:** Track project tasks, milestones, and deadlines. Update project tracking systems and software to reflect real-time project status. Maintain project schedules using Phoenix Project Management and perform regular schedule updates. Develop schedules for new projects in collaboration with the Project Manager.
- **Budget and Supplier Monitoring:** Monitor project budgets and expenses. Assist in tracking costs, processing invoices, and maintaining financial records in collaboration with the finance team. Issue and track purchase orders and perform expediting with third party suppliers.
- **Reporting:** Assist in preparing reports on project status, key performance indicators (KPIs), and other relevant metrics for management and stakeholders.

### SKILLS AND REQUIREMENTS

- Bachelor's degree in business administration, project management, finance, or a related field.
- Proven experience in project controls, preferably within a related industry.
- Strong organizational skills with attention to detail.
- Excellent communication skills, both written and verbal.



- Proficiency in project management software and the Microsoft Suite of software tools (Office, Project, SharePoint, Teams, etc.).
- Proficiency in scheduling software (Microsoft Project, SureTrak, Primavera P6, Phoenix Project Manager).
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.
- Strong problem-solving and decision-making abilities.
- Collaborative team player with a proactive and positive attitude.
- Job Location: Chicago, IL

#### BENEFITS TO THE APPLICANT

- Opportunities for professional development and growth.
- Collaborative and inclusive work environment.
- Exposure to a variety of projects in the Battery Storage Renewable Energy field.
- Chance to contribute to the success of impactful projects.

#### PHYSICAL DEMANDS

The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions to the extent such accommodation does not create an undue hardship on the business. While performing the duties of this job, the employee is regularly required to use a computer keyboard and mouse; reach with hands and arms; talk and listen. **Employee may lift objects.** The employee is frequently required to sit or stand at a desk and utilize a computer for extended periods of time. Employees may also experience outside work environments while onsite as well as occasional travel.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job position. This is not an exhaustive list of all duties and responsibilities. GlidePath reserves the right to amend and change responsibilities to meet the business needs as necessary.*

#### BENEFITS

GlidePath provides a comprehensive benefits package that includes generous paid time off, medical, dental, vision plans, health savings account (HSA), 401(k), term life insurance, short-term and long-term disability benefits.

If you are a motivated individual with a passion for efficient project controls, we invite you to apply for this exciting opportunity. Join our team and help us achieve successful project outcomes through effective collaboration and organization.

#### To Apply:

Please send a resume with subject line: "Project Controls Analyst" to [careers@glidepath.net](mailto:careers@glidepath.net)

For more information: [www.glidepath.net](http://www.glidepath.net)

Successful applicants for a position at GlidePath may be required to sign a confidentiality and noncompetition agreement and submit to a background check as a condition of employment. Applicants



that are currently under a non-competition restrictive covenant agreement with a current or former employer that would prohibit the individual from being able to work for GlidePath in this position will not be eligible for employment and should not apply for this job position.

**GLIDEPATH IS AN EQUAL OPPORTUNITY EMPLOYER. GLIDEPATH WILL CONSIDER REASONABLE ACCOMODATOINS THAT DO NOT CREATE AN UNDUE HARDSHIP ON THE BUSINESS FOR APPLICANTS TO COMPLETE THE APPLICATION PROCESS.**