



## **JOB SUMMARY:**

The Administrative Assistant has responsibility for performing clerical duties to ensure the Company's energy efficiency compliance and residential/commercial energy efficiency goals are met efficiently and professionally.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Enter data into the database including customer information, project address and pertinent information.
- Keep records and reports related to inventory and production up to date.
- Prepare and distribute documents, reports and presentations.
- Assist Production personnel with clerical and data entry.
- Work with personnel to verify new systems are operational.
- Assist in creating work orders, quotes, and invoices for all work and close out all jobs once completed.
- Assist with project management tasks and provide support for team members.

## **MINIMUM EDUCATION, SKILLS & EXPERIENCE:**

High school diploma required and some college study preferred, with at least two (2) years of experience providing administrative support. Strong organizational skills required. Strong working knowledge of MS Office programs.

## **POSITION ROUTINELY INTERFACES WITH:**

- Production crews, Subcontractors, all employees, including Senior and Executive Management

## **PHYSICAL DEMANDS:**

Conducts work in a professional office setting.

Physical working conditions may involve the following:

- Extended periods of sitting and using telephonic and computer based equipment.
- Extended periods of reading fine print on a computer or in paper-based format.

## **NON-PHYSICAL DEMANDS:**

Routine aspects of this position may require the following non-physical demands:

- Analytical and logical reasoning
- Attention to detail and accuracy
- Time management and organizational skills.
- Excellent communication and interpersonal skills

## **OTHER QUALIFICATIONS**

- Must possess current valid license to drive or otherwise provide own transportation.
- Prior energy efficiency experience also preferred.
- Must successfully pass background check and pre-employment drug testing.
- Must be authorized to work in the United States on a full-time basis for any employer.

## **ADDITIONAL INFORMATION**

**Green Energy 360 (ISE Energy, Epic Home Solutions, LLC) is an EOE/AA/Minority/Female/Veteran/Disabled employer.**