

## **Administrative Assistant**

Energy Solutions was founded in 1995 to address climate change and sustainability issues through energy efficiency and renewable energy sources. As one of the leading consulting firms in our field, we specialize in energy efficiency program and project design, implementation, and marketing as well as solar and other renewable energy system feasibility studies, project development and financing and water conservation programs. In our 15 years, we have built a solid reputation for quality products that routinely exceed our utility, governmental and private sector clients' expectations.

Energy Solutions currently has 60+ employees and is expanding our client base as well as developing new services. We are currently seeking a full time Administrative Assistant to join our administrative team in offering general staff support. He/She must be able to adjust to rapidly changing circumstances and work well under pressure as situations warrant.

### **Responsibilities include but are not limited to:**

- Provides general administrative support including phones, calendar management, travel, and meeting/events planning.
- Prepares, edits, and assembles business proposals, presentation materials, and reports.
- Organizes company teleconferences and handles A/V setup for team meetings.
- Identifies process improvements for enhanced system efficiency.
- Demonstrates utmost care when handling confidential and sensitive information.
- Occasionally performs miscellaneous administrative duties on client programs as needed

### **Minimum qualifications:**

- 3+ years of administrative experience in a fast-paced office environment.
- Business writing ability with strong spelling, punctuation, and grammar.
- Exceptional time management, organizational, and multi-tasking skills with strong attention to detail.
- Ability to work independently with minimal guidance.
- Demonstrates initiative, accountability, and ownership of assigned tasks.
- Expert in MS Office tools including Word, Excel, PowerPoint.  
(Skills tests will be required during the interview process).
- A proven professional or personal commitment to the betterment of the environment and the reduction of GHGs.
- A delightful personality and a winning sense of humor.

Our BART-accessible office is located in downtown Oakland, California. Compensation is commensurate with experience and includes a generous retirement package. Energy Solutions provides an excellent benefits package, including medical, dental and vision insurance, and other pre-tax contribution plans. Please email a cover letter with your available start date and your resume to [jobs@energy-solution.com](mailto:jobs@energy-solution.com). For more information about Energy Solutions, please visit us on our website at [www.energy-solution.com](http://www.energy-solution.com). Information will be requested to perform the compulsory background check. EOE.