

## **Executive Assistant Job Announcement**

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 seasoned full time Executive Assistant to fill a key administrative position directly supporting our President and Vice President of the company.

### Responsibilities:

Performs diverse, advanced administrative duties and manages high level tasks for President and Vice President while using the utmost care when handling confidential and sensitive information. Responsibilities include, but are not limited to, answering phones, calendar management, expense and procurement tracking, managing online and physical filing systems, preparation of PowerPoint presentations, drafting memos, emails, and letters to staff and external clients, travel arrangements, and meetings/events planning.

The Executive Assistant needs to exercise independent judgment and discretion in coordinating reports, projects and information with attention to detail. This person will have limited interface time with Executives; therefore will consistently work with minimal instruction and guidance. The new Assistant needs to be proactive in identifying and implementing continuous process improvements that will work for both Executives. He/She must be able to adjust to rapidly changing circumstances and be able to work well under pressure as situations warrant.

### Minimum qualifications:

- Bachelor's degree with at least 5 years of administrative experience working with senior executives.
- Excellent analytical and problem solving skills including the ability to anticipate issues that may require immediate action on the part of the President or the Vice President.
- Exceptional time management, organizational and multi-tasking skills.
- Technically savvy with the latest technology; capable of troubleshooting basic computer errors.
- Expert in MS Office tools including Word, Excel, PowerPoint.  
(Skills tests will be required during the interview process).
- Adept with navigating Internet sites such as EBay and Craigslist.
- A demonstrated professional or personal commitment to the betterment of the environment and the reduction of GHG.
- 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.