

Information Systems Analyst

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 services that routinely exceed our utility, governmental and private sector clients' expectations.

Energy Solutions is a fast-paced and innovative firm with 60+ employees. We are seeking to fill an IS Analyst position in support of our projects emphasizing Information Systems solutions for energy efficiency and sustainable energy programs. As a member of Energy Solutions, you will experience working for a growing team, delivering support to our existing technical staff who externally deal with all Information Systems program related projects, while at the same time have a broad impact on energy efficiency markets and greenhouse gas reductions through our work for major California and Nevada utilities, the California Public Utilities Commission, and other national leaders in energy efficiency.

Daily responsibilities include but are not limited to:

- Completing intake process with customer calls and inquiries
- Providing Level 1 technical support via phone and email
- Performing quality control/quality assurance testing
- Gathering, analyzing and managing significant informational data using MS Excel
- Offering consistent support for some of our on going projects: statewide California initiatives, energy efficiency rebate programs with major utilities, consumer electronics retailer rebate incentives program and California green business certification programs.

Minimum qualifications:

- Expert level use of Microsoft Office suite, specifically MS Excel
- Demonstrated customer service skills, phone and/or email support
- Ability to extract relevant information in order to assess technical issue
- Adept at identifying and explaining technical issues to a wide-ranging audience
- Strong verbal and written communication skills are required

Energy Solutions expects employees to manage project tasks with minimal oversight. We are seeking solution oriented candidates with an aptitude and enthusiasm for technology. Recent graduates with a degree in an energy-related, technical or mathematical discipline are invited to apply. Professional experience is a positive, but not required.

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. For more information about Energy Solutions, please visit us on our website at www.energy-solution.com. Information will be requested to perform the compulsory background check. EOE.