

**Job Posting Announcement:
Administrative Assistant**

About Evergreen Consulting Group

Evergreen Consulting Group is a virtual full-service energy-efficiency consulting firm. We employ consultants experienced in advancing energy-efficiency initiatives for a wide array of clients. Our consultants are in strategic locations around the western United States.

We are a supportive team that rewards individual initiative and performance. We have a progressive culture that embraces work-life balance while working in a virtual office environment from your home. This winning combination has resulted in repeated selection among the top companies on Oregon Business Magazine's list of 100 Best Companies to Work for in Oregon.

Successful candidates:

- are highly detail oriented with exceptional organizational skills
 - respond quickly to inquiries and attend to details
 - are self-motivated with a demonstrated independent work history
 - work collaboratively with clients and customers to exceed expectations
 - demonstrate interest and/or experience in energy efficiency
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Position Description:

Support energy efficiency utility programs and other staff. Organize projects, files, systems and other operational tasks that allow for efficiencies, clear communication, and enhanced processes.

Works closely with the team to ensure projects, tasks and activities are completed in a timely and efficient manner.

Key Responsibilities:

- Process/enroll projects submitted by contractors and customers. Update databases and spreadsheets.
- Maintain accurate and organized project tracking records for both electronic and paper files.
- Outreach and scheduling of training and site visits.
- Provide timely response to all contractors, customers, and other program staff inquiries by email and telephone regarding program questions and processes.
- Other duties, as assigned.

Position Qualifications:

- Prior experience in energy efficiency and/or utility marketing field is beneficial;
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- Demonstrated knowledge of and experience in utility incentive programs;
- Self-starter who is highly detail oriented, organized and goal focused;
- Microsoft Office applications proficiency;
- Excellent verbal, interpersonal and written communication skills;
- Adapt to process and procedural changes in application processes/offerings.

Preferred Skills/Experience:

- High School diploma with some higher education or vocational training specializing in energy efficiency, energy conservation, or the utility field;
- Minimum of two (2) years' experience in energy conservation industry, and/or lighting and/or non-lighting energy efficiency fields;
- Knowledge and experience in additional energy technologies and in the commercial & industrial marketplace, a plus;
- Microsoft Office applications proficiency;
- Use of other database for reports and accurate data-entry
- Previous experience working in a virtual environment is helpful but not required;

Physical Efforts:

- Sitting for extended periods at a computer; data entry, proficient typing
- Talking on the telephone for extended periods of time;
- Speak/hear. Provide clear, accurate communication, hear telephone.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Other Requirements:

- Valid driver's license
- Dependable transportation along with verifiable insurance
- Drug Test – must pass pre-employment drug screen
- Pre-employment background check
- Location: USA; supervisors are in Oregon and Michigan.
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Benefits:

Compensation is very competitive and commensurate with experience in the industry. Company benefits include full employee medical/dental/vision coverage plus short & long-term disability and life insurance, paid-time off, holiday pay, company contribution to 401(k) program (after three months of successful employment), discretionary bonuses, professional association expenses and development/training support. Evergreen is currently a "virtual" company and includes other non-tangible benefits for top performing employees.

Evergreen Consulting Group is an Equal Opportunity/Affirmative Action Employer

Candidate resume, and cover letter must be received no later than Friday, September 25th by:

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