



# ENTEGRITY

## Assistant Project Manager Job Position

### Primary Responsibilities:

- Assist with the execution and documentation of LEED, commissioning, energy efficiency, and sustainability consulting projects
- Develop/implement organizational solutions for Entegrity services
- Support Entegrity project managers

### Desired Professional Attributes:

- Good computer skills
- Proficiency in all Microsoft Office software: Excel/databases, Word, PowerPoint, etc.
- Good communication skills
- Knowledge of and interest in current sustainability issues

### Preferred, But Not Required Professional Attributes:

- Knowledge of the U.S. Green Building Council LEED® Rating System and other green building practices
- Experience in architecture, engineering, construction or other building related fields.
- Knowledge of general sustainability principles, practices, and technologies
- Interest in furthering career in a related green building and/or energy efficiency field

### Desired Personal Attributes:

- Good interpersonal skills
- Ability to work as part of a team
- Positive attitude
- Good work ethic
- Well organized
- Self-Motivated
- Strong ability to materialize ideas
- Multi-Tasker
- Attention to Detail

### Education Qualifications:

- Bachelor's degree or equivalent preferred in related subject matter

### Position Details:

- Must have reliable transportation
- In an effort to reduce our own carbon footprint, we strive to utilize the talent of those who are from and/or plan to live in the metro area consistent with the internship location.

### Closing Dates:

- To be filled as soon as possible

### To Apply:

Please send resume and letter of interest to [jobs@entegritypartners.com](mailto:jobs@entegritypartners.com).

### About Entegrity

Entegrity is a sustainability and energy services company specializing in the implementation of energy conservation and renewable energy projects. Entegrity is uniquely qualified to deliver innovative and sustainable solutions to Optimize Building Performance. Our comprehensive service package includes energy savings performance contracting, commissioning, energy modeling, building testing, lighting solutions, renewable energy, water conservation, and sustainability consulting. For more information about Entegrity visit [www.entegritypartners.com](http://www.entegritypartners.com).