

Little Rock

Energy Services Administrative Coordinator Job Description

Primary Responsibilities:

- Support On-Site Staff
- Compile and Organize Data for Analysts
- Lead Weekly Coordination Meetings
- Process Lighting Audit/Sold Project Reviews
- Support Engineers with Proposals
- Schedule Department Trainings
- Administrative Support for Directors
- Manage Office Testing Equipment
- Coordinate Resource Availability and Track Completion of Tasks

Desired Professional Attributes:

- Proficiency in all Microsoft Office
- Great Communication Skills: Verbal and Written
- Ability to Maintain Confidentiality
- Poise and People Skills

Preferred, But Not Required Professional Attributes:

- Experience in Architecture, Sustainability, Engineering, Construction or Other Building Related Fields
- Writing/Editing Experience
- Experience with Adobe Creative Suite, QuickBooks, and/or Salesforce
- Administrative or Assistant Experience

About Entegrity

Entegrity is an energy services, sustainability, and solar development 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. We help our clients realize long-term operational savings by focusing on their needs: selecting the most cost-effective scope, contract structure, and financing strategy available to them. 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.

Desired Personal Attributes:

- Positive Attitude
- Good Interpersonal Skills
- Ability to Work on a Team
- Strong Work Ethic
- Well Organized and Ability to Self-Prioritize Tasks
- Self-Motivated and Professional
- Strong Ability to Materialize Ideas
- Attention to Detail and Problem-Solving Skills

Education Qualifications:

- High school diploma or equivalent; college degree or working towards degree preferred.

Position Details:

- Full-Time Employment
- Competitive Benefit Package
- Casual Work Environment
- Compensation Dependent on Experience

To Apply:

Please submit your resume to jobs@entegritypartners.com