

PROJECT ASSISTANT



Reports to: Senior Project Assistant
Classification: Business Energy Services (BES)
Approved Date: June 1, 2009

JOB SUMMARY: (What is done and why.)

Provides general administrative, logistical and customer service support to Business Energy Services' (BES) project managers, management and staff. Participates in the development and delivery of market based services to maximize the penetration of cost effective energy efficiency in business markets while contributing to a mission-driven, creative, enjoyable and stimulating work environment.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Work directly with project managers to gather information and perform administrative tasks, including update and enter data, and track projects from set-up through closeout utilizing a specialized database.
2. Provide and model exemplary customer service to both external and internal customers.
3. Perform and maintain quality assurance of data integrity, accuracy and consistency relative to projects.
4. Update specialized database quarterly to reflect accurate representation of projects' stage and key characteristics.
5. Serve as point person to BES for assistance with the specialized database, as needed.
6. Ensure key documentation (CAT, Project Overview, Incentive Agreement) of projects, both paper and electronic.
7. Establish and maintain common area filing systems, both paper and electronic.
8. Maintain calendars and/or schedules for events, meetings, projects, and staff, as needed.
9. Provide general assistance, including; answering phones, filing, copying and coordinating special mailings.
10. Support special projects, such as, aiding in the preparation of presentation materials.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Strong personal commitment to the mission, vision, goals and values of VEIC.
2. High school degree and one year administrative assistant experience or a combination of education and experience from which comparable knowledge and skills are acquired.

3. Superior proficiency with word processing, spreadsheet and database software including extensive Windows and Microsoft Office applications experience.
4. Demonstrated experience in providing excellent customer service.
5. Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities in a dynamic and fast paced environment.
6. Strong interpersonal skills and excellent written and oral communication skills.
7. Ability to work independently with minimal supervision, and as part of a team.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Normal functions do not routinely require travel. Travel to special events and/or off site meetings required periodically.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eye strain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing up to 40 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.