



**Administrative Assistant
Job Announcement
Posted: June 4, 2008**

California is a national and world leader in energy efficiency and renewable energy, tapping the power of the market to address global warming and sustainability issues. Energy Solutions is a leading firm in this arena, specializing in energy efficiency program design, implementation, and marketing, and also working on alternative energy, emerging technologies, and water conservation projects. We are seeking to fill an Administrative Assistant position which will provide full time support to our Operations staff during this major growth period for our company. Our BART-accessible office is located in downtown Oakland, California.

As staff of Energy Solutions, you will be part of a team working to create long-term solutions to environmental issues. You will have close working relationships with colleagues, an active role in improving company operations and administrative processes, and the opportunity to work on a wide variety of projects. At the same time, you will have an impact on energy efficiency markets through our work on projects for major California utilities, the California Public Utilities Commission, and other national leaders in energy efficiency.

Specific job responsibilities may include providing support to the Operations Manager, assisting with the development and implementation of business systems and supporting documents, assisting with the production and distribution of company newsletters and announcements, and completing other clerical and secretarial tasks.

Candidates should possess strong organizational skills, demonstrate attention to detail, show versatility in work skills, and be able to work independently when necessary. Ability to prioritize is essential. Some data entry and filing may be required. The position requires proficiency with Microsoft Word, Excel, and Outlook; experience with MS Access and Adobe Acrobat is a plus. Good written and verbal communication skills, excellent people skills, and a positive, helpful attitude are also necessary.

Total annual compensation starts at \$33,000. Actual compensation commensurate with experience. Energy Solutions provides an excellent benefits package, including a retirement plan, pre-tax programs for medical and transportation withholdings, and medical (Kaiser) and dental insurance. Please email a cover letter with your available start date and your resume to Victoria Loew at jobs@energy-solution.com. For more information about Energy Solutions, please visit us on our website at www.energy-solution.com.