

Career Opportunity - Administrative Assistant

RetroCom Energy Strategies is a professional services company providing energy efficiency, energy engineering, commissioning, and green building/LEED services across California and throughout the United States. Our work revolves around evaluating both existing and new commercial buildings for opportunities to save energy, and enrolling our clients in the USEPA's Energy Star and USGBC's LEED programs.

Our corporate office, located in Elk Grove, California, is seeking a qualified Sales & Administrative Assistant.

The duties of the Sales & Administrative Assistant are diverse, and include at least the following:

- General reception, including answering phones for incoming calls
- Maintaining and organizing both computer and paper filing and reporting systems
- Office coordination tasks related to the office phone system and computer network, provision of, monitoring and maintaining office supplies, and coordinating any needed outside services
- Providing support for the company's internal systems including communication, computing, data management, software, printing, proposal development, report publishing
- Sales and Marketing support functions as required – Salesperson assistance, maintaining SharePoint database, Advertising, coordinating Website upgrades and additions, developing & maintaining case studies, preparing press releases, assisting with Promotional Events/Trade Shows, Customer Relationship Management, and Telephone Prospecting and appointment coordination.
- Coordinating with other staff members in order to meet deadlines and customer expectations
- Other Sales, Marketing and Administrative support functions as required

Minimum requirements are:

- A combination of successful experience and college-level education totaling at least four years, at least two years of which must consist of relevant and successful work experience. Years of college education will be calculated based on full-time equivalent completed college credits
- Excellent communication and writing skills
- The ability to handle multiple deadlines and organize workload effectively
- Thorough knowledge of standard office computer systems and software, including Microsoft Office, Adobe Acrobat Professional, and web-based software
- Knowledge of Website Development or database applications is desirable
- Knowledge of basic concepts and vocabulary of energy use and building trades is desirable but not mandatory

This is a part-time hourly position with a starting wage between \$15 and \$24 per hour depending on education and career experience. Interested candidates should forward a cover letter and resume for immediate consideration. Resumes not accompanied by a cover letter will not be considered.

Apply by email to scull@retrostrategies.com with a Subject line of "Admin Asst" and by attaching your cover letter and resume as a PDF or Word document or by pasting the text of your cover letter and resume into the body of an email.