

NORTHWEST ENERGY EFFICIENCY COUNCIL

Job Description Form

Division/Department	NEEC Building Operator Certification/Smart Buildings Center
Location	Seattle, WA
Job Title	Administrative Assistant
Reports to	BOC and SBC Project Directors

Level/Grade: NEEC employee	Type of position: Full Time 1.0	Hours: 40/week
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This position is responsible for supporting the Northwest Energy Efficiency Council and its programs through office and administrative support.

Event Management

- Event management at the Smart Buildings Center, including handling multiple calendars
- Customer relationship support – set up; take down; simple A/V needs

Tool Lending Library

- Assist Tool Lending Library Senior Project Manager with shipping of tools
- Able to lift 30 lbs.

Office and Personnel Assistance

- Mail/Fax Distribution: Distributing fax and mail each day. Take outgoing mail to the box.
- Ordering supplies: Ordering and inventorying supplies for NEEC staff.
- Office Equipment: Ensuring office and event room equipment is functioning. Reporting issues as needed
 - Assistant team with meeting scheduling, compilation and distribution of minutes
 - File and assist accounting with AP
 - Greet visitors upon entry, and maintain a clean and welcoming reception area

Building Operator Certification

- Document Management- maintaining electronic and hard copy program documents
- BOC Shop: Order fulfillment

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- BOC Help Desk- answer emails and phone calls from customers

WORK EXPERIENCE AND ABILITIES

- Positive and professional attitude and demeanor, and a willingness to learn new things.
- Exceptional communication skills
- Two or more years of experience in office management and administrative support or equivalent education.
- Experience and interest in the field of energy efficiency and/or smart buildings and cities.
- Experience working with multiple teams to achieve success. Activities include communicating project expectations with team members; establishing check-in points; and, fostering an environment of collaboration and team work.
- Aptitude to work with IT and A/V equipment a bonus

EDUCATION REQUIREMENTS

- An associate or bachelor's degree.
- Experience considered in lieu of education.

To be considered for this position, please submit a cover letter, resume, and short writing sample to melanie.danuser@neec.net by March 19th, 2019.