



NEEC Administrative Support Specialist Position

About NEEC and the Smart Buildings Center:

The [Northwest Energy Efficiency Council](#) (NEEC) is a non-profit business association of the building efficiency industry. NEEC's mission is to promote energy efficiency policies, programs and technologies that create jobs and foster economic growth and environmental improvement.

The [Smart Buildings Center](#) (SBC) is a 501c3 organization with a mission to accelerate the adoption and commercialization of smart buildings technologies and practices through education and demonstration. Through partnership with NEEC, the two organizations offer a physical meeting space in the Pacific Tower in Seattle and offer training, educational events and webinars, networking opportunities, and loan out diagnostic tools through the Center's Tool Lending Library.

General Description:

NEEC is seeking a motivated Administrative Support Specialist to provide administrative support for the organization's range of projects. In addition to supporting multiple projects and staff, this individual will have the opportunity to leverage their own knowledge and skills to streamline processes for efficiency and enable our staff to drive both NEEC and the SBC's missions forward. The Administrative Support Specialist will support staff who manage projects such as the Energy Benchmarking Help Desk, the Smart Buildings Education Program, and the Building Operator Certification program. The role requires excellent customer service, organization, and verbal and written communication skills. The ideal candidate will also have the ability to prioritize multiple projects and comfort in serving as a point of contact to external stakeholders and internal staff. The position reports directly to NEEC's Director of Education and Training and will work both independently and collaboratively throughout the organization, as well as with NEEC and SBC partner organizations as needed. This is a full-time position based in Seattle, WA with the latitude to work remotely.

Responsibilities:

- Work with Project Managers and Directors to provide administrative support for projects.
- Schedule internal and external meetings.
- Manage calendar for use of space at Smart Buildings Center, including communicating availability and room specifics with internal and external stakeholders.
- Provide onsite and virtual technical support for space meeting use, including set up of physical space, computers, projectors, and audio.
- Provide executive type support to staff for catering and hosting of meetings and customer service to industry groups accessing our space.
- Manage office needs such as inventorying and ordering of office supplies.
- Coordination of mailing and shipping of packages.
- Organization and filing of documents including class records, AR and AP, and contracts.



Qualifications:

- High school diploma or equivalent.
- 2+ years of professional administrative or customer service work experience.
- Ability to manage multiple projects, including planning, reporting, and meeting deadlines.
- Excellent written and verbal communication skills.
- A high degree of professionalism and an ability to work with a variety of stakeholders and staff.
- Familiarity with Microsoft and Google suite of products.
- Strong time-management skills and multitasking ability.
- Aptitude for learning new software and systems.

Compensation and Benefits:

NEEC offers a competitive salary commensurate with experience. Benefits include: employer paid health, vision, and dental insurance; IRA with 3% employer match; flexible paid time off; ability to work remotely as job responsibilities allow; public transportation program.

How to Apply:

Email resume and cover letter to Melanie Danuser melanie.danuser@nec.net

Application deadline: November 21st, 2023