

Administrative/Data Assistant

Location: West Allis, WI
Full Time

Company Description

Green Homeowners United is a company dedicated to helping people reduce their energy burdens through home energy efficiency upgrades. We provide services throughout Southeastern WI and consulting services nationwide. Our team of BPI-certified energy assessors assess energy loss and inefficiencies in homes and make recommendations for improvements. We also have a team of residential energy experts who complete the repairs and upgrades such as insulation, windows, gap/air sealing and more. Our mission is to help homeowners finance energy upgrades that pay for themselves while making homes more climate resilient. Come grow with us!

Job Description

Energy Efficiency Administrative/Data Assistant (“Assistant”) is responsible for ensuring important information gathered during the course of a home energy assessment is created into a final energy model, compliant for all state incentives, and into a quality looking assessment report for presentation. Strong attention to detail and data entry skills are a must. The Assistant will develop the experience and expertise in building science topics, will be able to correctly model opportunities in older residential building stock to connect to funding opportunities (training provided). The Assistant will answer phones and provide excellent customer service in conjunction with other staff.

Duties

- Data enter measurements into energy modeling software, calibrate results of therms & kwh saved, and compile them into a compelling and effective energy assessment report
- Daily check-in with IRA Project Manager and/or Chief Economist
- Connect with Assessors who perform home visits to determine the feasibility of different energy efficiency improvements
- Work with GHU team to help determine customer eligibility for grant and/or program funding for improvements
- Remotely assist residents in gathering data to qualify for energy efficiency funding
- Keeping files organized and up to date
- Answer phones and route customer questions, provide customer service and followup

Position Expectations

In addition to the above, Assistant will be expected to:

- Present oneself to clients and partners with the values set forth by Green Homeowners United: honesty, trust, promptness, entrepreneurialism and sustainability
- Maintain all equipment provided for execution of the role as required for proper usage, storage and protection
- Commitment to continuing education for energy efficiency expertise
- Finalizing 4-5 reports per day for customers and policymakers

Administrative/Data Assistant

- Strong attention to detail, critical thinking to solve data calibration challenges, and experience with Excel or Google Sheets data entry required.
- Building science or construction experience preferred, but not required

Experience/Skills:

- Strong attention to detail
- Excellent computer skills with standard programs and ability to learn new programs and software with training
- Critical thinking, interest in problem solving
- Ability to organize tasks and files
- Ability to meet deadlines
- Communicate effectively and professionally with the team and customers
- Aptitude and interest in learning about energy efficiency topics

Compensation

Compensation for the position will be between \$16-\$21/hr based on experience and aptitude. Training provided. Green Homeowners United is a growing company and offers internal advancement opportunities.

Reliable transportation to and from the office is required. The office is on several bus routes. A personal vehicle is appreciated but not required.

Days & Hours

The position will be 1st shift Monday-Friday at 30-40 hours per week, adjustable/modified schedule may be available.

To Apply

Email a resume and cover letter to sadie@greenhomeownersunited.com

Industry

- Construction

Employment Type

- Full-time

Screening question

Preferred qualifications

- How many years of work experience do you have with Microsoft Excel?

Ideal answer: 1

- How many years of work experience do you have with Computer Literacy?

Ideal answer: 1

- How many years of work experience do you have with Administrative Assistance?

Ideal answer: 1

- Do you have a valid driver's license?

Ideal answer: Yes