

**Job Posting Announcement:
Administrative Coordinator
Full -Time**

Must be available 9:00 a.m. – 5:00 p.m. Eastern Time
Preference given to applicants in Connecticut & Massachusetts

To receive consideration for this position applicants must apply here:

<https://evergreen.hua.hrsmart.com/hr/ats/JobSearch/viewAll>

About Evergreen Consulting Group

Evergreen Consulting Group is a 100% virtual full-service energy-efficiency consulting firm. We employ consultants experienced in advancing energy-efficiency initiatives for a wide array of clients. Our consultants are in strategic locations around the western United States.

We are a supportive team that rewards individual initiative and performance. We have a progressive culture that embraces work-life balance.

Successful candidates:

- Are highly detail oriented with exceptional organizational skills.
- Respond quickly to inquiries and diligently attend to details.
- Are self-motivated with a demonstrated independent work history.
- Work collaboratively with clients and customers to exceed expectations.
- Demonstrate interest and/or experience in energy efficiency.

Position Description:

Works closely with the Program Manager and Program Coordination team to ensure projects, tasks and activities are completed in a timely and efficient manner.

Key Responsibilities:

- Update project information in various databases via tasks and other notifications.
- Ability to keep excellent records to accurately organize work tasks.
- Ensure the accuracy of work by reviewing and correcting prior to submission.
- Provide copy editing of program documents as part of the standard review process.
- Process program related applications.
- Send notifications related to application processing.
- Manage updates to database for program participants.
- Other duties, as assigned.

Position Qualifications:

- Self-starter who is highly detail oriented, organized and goal focused.
 - Excellent verbal, interpersonal and written communication skills.
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- Ability to adapt to process and procedural changes to meet internal and external customer needs.

Preferred Skills/Experience:

- High School diploma.
- Higher education or vocational training specializing in lighting, energy conservation, or the utility marketing field, a plus.
- Demonstrable intermediate proficiency in all Microsoft Office applications.
- Advanced proficiency in using databases for reports and accurate data-entry.
- Advanced proficiency with various project management tools and software.
- Previous experience working in a virtual environment is helpful but not required.

Physical Efforts:

- Sitting for extended periods at a computer; data entry, proficient typing.
- Talking on the telephone for extended periods of time.
- Speak/hear. Provide clear, accurate communication, and hear telephone.

The Company may provide reasonable accommodation, which will allow the employee to perform the position's essential job functions.

Other Requirements:

- Valid driver's license.
- Dependable transportation along with verifiable insurance.
- Drug Test – must pass pre-employment drug screen.
- Pre-employment background check.
- Location: Connecticut or Massachusetts.

Benefits: Compensation is very competitive and commensurate with experience in the industry. Company benefits include full employee medical/dental/vision coverage plus short- & long-term disability and life insurance, paid-time off, paid sick time, holiday pay, company contribution to 401(k) program (after three months of successful employment), discretionary bonuses, professional association expenses and development/training support. Evergreen is currently a "virtual" company and includes other non-tangible benefits for top performing employees.

Evergreen Consulting Group provides equal employment and affirmative action opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.
