



Energy Services Administrator

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families. Great teams, a competitive salary and well above average benefits including a generous contribution to employee 401k plans make Community Teamwork a highly regarded employer.

We are seeking an Energy Services Administrator (Contract Administrator) who will play a key role providing support to management by assisting with the preparation, distribution, solicitation, oversight and tracking of technical specifications, work write ups, cost estimates vendor quotes and funding source approvals for all Energy Conservation Programs. Responsibilities include: developing and disseminating technical specifications; completing client mailings; reviewing files for program compliance; issuing jobs to contractors and monitoring performance; obtaining price quotes; completing heating system quality control inspections; resolving customer and vendor inquiries; assisting with program outreach and marketing; performing miscellaneous office functions.

Qualifications include:

- HS Diploma or equivalent required.
- Associate's Degree in Accounting, Business Management, Construction Management or other related field is preferred.
- Two years' experience in contract administration, bidding or estimating in a construction related field is preferred.
- Technical experience in HVAC and/or weatherization field is preferred.
- Excellent customer service, organizational, interpersonal, oral and written communication skills.
- Proficient computer skills to include MS Office, Outlook, Excel, PowerPoint. Experience preparing Power Point presentations required.
- Construction management experience preferred.
- Knowledge of construction related and/or weatherization terminology and general practices necessary with a good understanding of the construction process.
- Excellent analytical skills for effective decision making and problem solving.
- Night and weekend work may be required as needed.
- Bilingual skills (English/Spanish and English/Khmer) preferred.
- Valid Driver's License and reliable transportation required.

To apply, please click on the following URL or copy and paste to your browser:

https://workforcenow.adp.com/jobs/apply/posting.html?client=commteam&cclid=19000101_000001&type=JS&lang=en_US

Please visit our website at www.commteam.org for more information. Thank you for your interest in Community Teamwork. This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.

Affirmative Action Employer/EEO