

Program Assistant

Company Overview

Anura Energy is an energy efficiency services provider that delivers a wide range of energy-saving solutions to meet the energy saving goals for our clients and customers. Our efforts include program design, project management, project fulfillment and data analysis. Our company strives to deliver value at every touch point with a team of enthusiastic and hardworking individuals.

Position Summary

Our growing company is seeking to hire a Program Assistant who will provide administrative support to outreach and operations staff to ensure the smooth delivery of projects and services related to our Multifamily Energy Efficiency program. Specific tasks encompass multiple areas including data management, metrics and reporting, team coordination and following program guidelines.

To be successful as a Program Assistant you will need to: be extremely detail oriented and driven to achieve a high level of accuracy; have a desire to provide exceptional service to customers, both internal and external; able to balance multiple tasks, deadlines and competing priorities daily; and are flexible and comfortable in a fast paced, startup atmosphere.

Location

Office is in Naperville, Illinois.

Position Responsibilities

- Provide support for outreach efforts, customer research, data collection and project coordination
- Data entry of project communications, program documents and customer data
- Validate the integrity of data and documentation entered by others
- Proficient utilization of Microsoft Office Suite: Teams, Excel, Word and Outlook
- Work extensively in Salesforce to track activities, run reports and schedule appointments
- PDF document management

Position Qualifications

- Proficient in Microsoft Office, including Word, Excel, Outlook and Teams
- Experience using CRM and database tools
- Minimum 1-2 years administrative experience in a fast-paced office
- Experience in a construction related office is highly desirable
- Minimum 2-year college degree required

Full time salary position. Typical schedule is weekdays 8:00am to 5:00pm.

Salary range \$45,000-\$52,000 depending on experience. Paid vacation, holidays, and health care benefits.

Drug and smoke free environment. Must be able to pass background check and have a clean driving record.