



Energy Efficiency Program Representative

Summary

EnSave is a diversified energy and environmental services company specializing in turn-key program development and implementation. Since 1991, EnSave has designed and implemented energy efficiency programs for a variety of clients including state and federal agencies, investor-owned utilities, and rural electric cooperatives. Having focused heavily on the agricultural and food processing sectors, EnSave has developed a reputation as the leader in agricultural energy efficiency. Additionally, EnSave has a rapidly growing industrial energy auditing and sustainability consulting divisions.

The Energy Efficiency Program Representative will assist with customer recruitment and project management within one or more of EnSave's energy efficiency programs. This entry-level position provides support to a program manager to publicize a program, track participants, and work proactively with customers and service providers to obtain necessary information. The successful candidate has a strong interest in EnSave's work and thrives in a goal-oriented environment.

Major Duties

- Conduct outbound calls to customers and stakeholders to promote the program
- Follow up regularly with customers to obtain necessary information
- Evaluate applications, bids, and supporting documentation for accuracy and completeness
- Enter customer data into an online tracking system and maintain paper and electronic files
- Answer incoming calls and route calls appropriately
- Provide report of daily and weekly progress
- Assist with special projects at the direction of the program manager
- Other duties as assigned

Position Requirements

- Excellent phone manner and verbal communication skills
- Prior customer service or sales experience highly desirable
- Proficiency with Microsoft office suite, especially Excel
- Excellent organizational and task management skills
- Ability to learn quickly and follow directions
- Ability to create and follow complex procedures
- Ability to accurately and efficiently enter, track and maintain high volumes of data in spreadsheet format
- Basic internet navigational skills; understand the basic process for downloading and uploading material
- Evening hours may be required

To Apply

Send resume and cover letter to Amelia Gulkis, Chief Operating Officer, ameliag@ensave.com