



Program Administrator / Office Administrator

Full-time position | Chicago, IL

Seventhwave seeks an individual to join our team as a program/office administrator.

Candidates must be motivated to create a healthier future, a cleaner environment, and thriving, resilient economy. As part of our team, you will help us deliver trusted expertise for bold energy leadership. Seventhwave advances powerful strategies for real energy impacts through engineering, programs, education and research. Our solutions come from using different perspectives to yield uncommon results. Because how we use energy matters.

Primary responsibilities

- Energy efficiency program administrator duties:
 - Assist Program Manager in data entry, tracking and reporting
 - Confidently discuss and report on project information during business meetings
 - Correspond with customers via email and phone
 - Maintain productivity and quality of utility program(s)
- Office administrator duties:
 - Monitor and coordinate office supplies, maintenance and IT needs
 - Coordinate and schedule office meetings
 - Order food/catering as needed
 - Coordinate social events
 - Office safety coordinator
- Other duties as assigned

Knowledge and Skills

- High attention to detail and advanced organizational skills
- Working knowledge of Microsoft Office products including Word, Excel and PowerPoint
- Basic office clerical functions and experience
- Strong customer services experience
- Ability to work independently and as part of a team
- Ability to handle confidential information
- Excellent verbal and written communication skills
- Helpful and friendly attitude

Required Education and Work Experience

- High school diploma or equivalent
- Prefer 3-5+ years of relevant experience

Join Seventhwave and be part of

- An independent non-profit seeking solutions to energy challenges
- A passionate, dedicated and talented staff
- National, regional and local initiatives to reduce our carbon footprint
- Award-winning programs that make a difference
- A work culture that emphasizes curiosity, kindness and high standards

Apply online at www.seventhwave.org/jobs

Please send any questions to:

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