



Energy Pricing Specialist

Position Description:

Sustainable Energy Services, Inc. ("SES"), a successful energy consulting firm offering energy procurement, demand response, energy efficiency engineering and other related services to commercial, industrial, K-12, university, municipality and non-profit customers is looking for a highly talented, enthusiastic, Pricing Specialist to join our fast-paced team. We are looking for recent college graduates as well as those seeking a career change who want to work in a dynamic industry and learn new skills. Training will be provided. If you are passionate about energy, sustainability, excellence and service we would like to hear from you.

Time: Full-time - 40 hours per week (flexible work hours)

Benefits: 8 paid holidays, earned personal time off, flexibility for work at home after the training period

Salary: Negotiable based on experience \$48K - \$70K

Location: Westlake, OH

What you'll love about Sustainable Energy Services:

- Flexible hours
- Having your choice of being remote vs. being in our Class A office space in Westlake
- Being a member of a cross-functional team interfacing with national and global energy providers
- Being part of an organization that is helping businesses transform toward a green & sustainable future

We are looking for an energetic, conscientious, responsible, reliable, self-directed person to join our team and grow with our company.

This important person will be supporting executive and sales staff on a daily basis. The Pricing Specialist will also interact with our supplier partners and customers. Therefore, this position requires someone who is friendly, respectful, responsive and service-oriented. Since it is a busy, fast-paced, often fluid work environment, staying on top of things is crucial. This position serves a critical role in linking our business and CRM system to our sales and customer solutions initiatives.

This position demands a high level of personal skills, self-direction and the ability to multi-task and problem solve, often proactively. Our small, dedicated staff pitches in whenever necessary, beyond the scope of a prescribed job description. We work hard, have fun and do our best to give the highest level of service to our customers.

Reporting to the CEO, the Pricing Specialist has responsibility for maintaining SES customer management system (Salesforce), handling pricing duties for sales staff with energy providers, and preparing pricing documents for sales staff. Must ensure that all required customer contract data is captured in Salesforce in a timely and accurate manner.

The Pricing Specialist will work closely with the CEO to update various reports, assist with presentations, update SOP documents and training manuals and other work as assigned. This position does not have any direct reports.

Attention to detail, accuracy and efficiency are three major components of this position. Due to the fast pace of this industry the ideal candidate will be flexible, not easily riled, and dependable with an upbeat attitude.

Qualifications:

- A 4-year degree is desired; however, equivalent experience or training will be considered
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a member of a team
- High level of computer literacy, especially with Microsoft Office and social media
- Ability to problem-solve proactively
- Ability and willingness to work cooperatively with others
- High degree of discretion dealing with confidential information

Skills:

- Proficiency with Salesforce is desired
- Proficiency in Word, Excel and PowerPoint are a must
- One to two years of experience in energy a plus but not required
- Advanced Excel proficiency a strong plus
- Should have strong business analysis, solution crafting, interaction management, and presentation skills
- Outstanding written and oral communication skills

Other Considerations:

- Background in energy, utilities, finance, communications, banking, economics, or IT are helpful
- Training provided
- Possession of a valid driver's license
- Our office is located in Westlake, OH

If interested, please send your resume and cover letter to laura@sustainable-energy-services.com

Your cover letter should include your answer to the following question:

What are you passionate about and why?