

Accepting Applications for:

RECEPTIONIST

Job Req: Front 14

(Email applications to resumes@frontierassoc.com.)

Email applications must include the Job Requisition FRONT14 in the subject line to avoid relegation to our junk email folder. Frontier will not be held responsible for submittals that do not include this designation

Email applications accepted only, no phone calls or site visits.

About Frontier

Established in 1999, Frontier has emerged nationally as an important consultant to electricity retailers and distribution companies, power generators, natural gas distributors, electricity and gas consumers, and manufacturers of energy efficiency related products.

Frontier Associates provides consulting assistance in the following areas:

- Energy Efficiency & Renewable Energy Programs
- Energy Pricing & Resource Planning
- Market Research

Job Description

Frontier Associates is seeking a full time detail oriented, reliable and highly motivated individual to provide front office support as well as staff support for project implementation. Must have excellent organization, communication and computer skills. Must be able to work under minimal supervision and take initiative.

Primary Tasks

- Receive all incoming calls for company number and client numbers
- Greet visitors
- Organize meetings
- Produce documents on Word, Excel and PowerPoint
- Perform data entry for rebate processing projects
- Perform other administrative and clerical activities as needed to provide support to other staff

Required Experience, Skills and Education

Prefer at least 3 years experience as administrative assistant

GED required, prefer some college experience

Must be proficient in MS Office, Excel and PowerPoint

Benefits

Frontier provides a flexible work environment, competitive compensation, and great benefits (including a retirement plan).

Location

Austin, TX – 78746