

Accepting Applications for: ADMINISTRATIVE ASSISTANT

Job Req: Front 18

(Email applications to resumes@frontierassoc.com.)

Email applications must include the Job Requisition FRONT18 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, Low Income Weatherization Assistance & 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

- Provide help desk and administrative support for variety of Low Income Weatherization programs
- Produce documents on MS Word, Excel and PowerPoint
- Perform data entry for rebate processing projects
- Receive all incoming calls for company number and client numbers
- Perform other activities as needed to provide support to other staff

Required Experience, Skills and Education

Prefer at least 3 years experience as administrative assistant

Prefer experience with Energy Efficiency and Low Income Weatherization Assistance programs

GED required, prefer some college experience

Must be proficient in MS Word, Excel and PowerPoint

Benefits

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

Location

Austin, TX – 78746