



9520 Roosevelt Way NE  
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### **Administrative Assistant**

#### **Target Responsibilities and Competencies: Customer Service**

- Interact with customers and provide timely, proactive, and reliable service and sales support
- Answer phone, return calls, take messages, track communications
- Make outbound calls and build relationships with existing and potential clients
- Compose, prepare, and proofread correspondence and documents customer
- Facilitate video calls, take minutes in meetings

#### **Target Responsibilities and Competencies: Administration and Support**

- Maintain an organized office calendar and schedules meetings and appointments
- Perform routine data entry for CRMs, documents, applications, etc.
- Provide support for projects and staff to include research, compiling data, and reports
- Conduct errands (e.g., post office), monitor and purchase supplies
- File, organize, and maintain hard and soft copies of company documents
- Perform office maintenance and housekeeping
- Process bills, invoices, accounting system, print, and mail checks

#### **Target Responsibilities and Competencies: Outreach and Technology**

- Manage and produce media across social media accounts
- Develop marketing materials as needed
- Demonstrate proficiency in Word, Excel, Microsoft Suite, Microsoft Teams, Gmail, Google Drive/Docs, Google Calendar, iCloud, Adobe Photoshop, Adobe Acrobat, Zoom, and more
- Experience with both PC and Mac computers

#### **Self-Directed Learning and Competencies: Growth and Leadership Development**

- Demonstrate strong integrity and exceptional commitment to Sphere Solar Energy values
- Ability to self-manage, track progress, and report back to team
- Practice initiative and prioritization, with organization of workload
- Strong attention to detail all within a fast-paced work environment
- Use creative problem solving to seek out solutions actively and collaboratively with teams
- Demonstrate and embrace a growth mindset when collaborating with diverse teams
- Detail-oriented, punctual, and interested in technical knowledge related to solar PV systems, equipment, installation process, contracting, cost estimating and sales

#### **Minimum Qualifications**

- Excellent presentation and writing skills
- Excellent computer competency and high WPM
- College-level education or equivalent

#### **Desired Qualifications**

- 2+ years of administrative experience
- Passion or background in environmental or social justice fields
- Excellent public speaking and presentation skills
- Experience with community outreach and organization