



# Energy Rate Analyst

Formed in 2000 and headquartered in Manhattan's financial district, EnergyWatch is a leader in energy consulting. Our clients depend on us to procure energy, provide utility budgets, variance reports and other types of analysis with regard to their energy costs.

## RESPONSIBILITIES

- Accurate and timely creation and submission of monthly reports to clients
- Maintain client contact via phone and email, occasionally attend client meetings
- Proactive follow-up with clients
- Update internal database
- Utility budget and forecast preparation for client properties
- Receipt and management of utility cost information from clients
- Upload reports to an online portal
- Various ad-hoc reports and duties

This position reports directly to the Director of Client Services.

## REQUIREMENTS

- Bachelor's Degree
- Intermediate MS Excel, Word, & PowerPoint 2007 skills
- Excellent written and oral communication and interpersonal skills
- Highly organized with good time management capabilities
- Strong analytical skills with an attention to detail
- Self-starter with demonstrated problem-solving capabilities

## COMPENSATION

Salary commensurate with experience. Full range of benefits offered.

EnergyWatch is an equal opportunity employer

## TO APPLY

Please send resume and cover letter to [hr@energywatch-inc.com](mailto:hr@energywatch-inc.com). The cover letter must explain the following: 1) why I believe I am qualified for this position and 2) my top three philosophies to be successful in the workplace.