



Administrative Specialist Position Description

Aegis Renewable Energy is a leading provider of solar power clean energy solutions to commercial, industrial, and community-based customers investing in a more sustainable future. Due to an exciting new strategic partnership and access to new growth capital, we are experiencing rapid growth in all sectors of our business. We seek to expand our team with inspired and talented individuals who share our passion for harvesting the clean and renewable power of the sun.

Location

Waitsfield, Vermont

Classification

This is a salary, full-time, exempt position

Reporting & Other Key Relationships

This position reports directly to the Accounting Manager and Vice President. The person in this position will also have frequent interaction with the company's other team members.

Position Summary

The individual in this position plays an important supportive role between our Vice President and the Accounting Manager. This role involves performing administrative and office tasks and providing support to our Accounting Manager. A strong service orientation role, effective communication skills, attention to detail, and a friendly, helpful demeanor are key requirements. The successful candidate will also be highly organized, professional, self-directed, and capable of multitasking while prioritizing daily tasks and assignments. Formal accounting education or experience is not required.

Responsibilities

All Aegis employees are responsible for collaborating as a team to contribute to the overall success of our business while advancing our culture of mutual respect, continuous improvement, and personal well-being. Working together with fellow team members, the person performing this job will be primarily responsible for the following functions:

Office Reception

- Answer Aegis telephone in a friendly and upbeat manner, transfer calls to team members, take messages, check messages, etc.
- Welcome team members and visitors
- Check mailbox daily, distribute mail items to team members.
- Confirm that the conference room and cafeteria are clean and orderly



- Clean and supply the coffee/tea area and keep equipment in good condition
- Stock and organize office and copier supplies.
- Confirm that the restroom is clean and keep it always supplied
- Care for office plants on a weekly basis – larger plants require watering twice per week.

Front Office Administration

- Update the Office Phone list
- Set up new hire extensions. Provide instructions on checking messages and creating greetings for their extension.
- Coordinate company luncheons – provide menus, compile orders from office team, call in and pick up orders, set up items in cafeteria, clean up after luncheon.
- Update and distribute Company Holiday List.
- Provide support for general liability insurance renewals and other insurance tasks
- Other projects and tasks to support the office as needed.
- Mail letters and packages.
- Assist with printing, preparing documents, and mailings

Office Supplies & Equipment

- Monitor, organize, reorder, and restock office supplies as needed.
- Track copier and plotter toner and paper inventory, reorder as needed.
- Schedule equipment service when necessary.

Accounting Tasks

- Collect and file incoming email, postal mail, and hand-delivered bills
- Enter accounts payable bills and expenses into QuickBooks
- Maintain and create new vendor records
- Collect and enter all credit card transactions
- Maintain independent contractor W-9 forms
- Process project lien waivers
- Collect, review, and maintain vendor and subcontractor certificate of insurance forms
- Support insurance worker's compensation audits
- Assist team members in filing weekly time in an accurate and timely manner
- Review weekly employee time records for accuracy
- Collect and review expense reports

General Business Requirements

- Maintain the highest level of internal and external customer service
- Work closely and collaboratively with administration and accounting staff
- Communicate in a clear and timely manner with all stakeholders



- Organize and manage project documentation as required
- Keep accurate and complete records of all project related activities (do not delete emails)
- Respond to all emails and calls within 24 hours
- Create project status reports as required
- Utilize software platforms to manage your daily activities
- Utilize emotional intelligence, a balanced temperament, and a positive attitude at all times

Qualifications

Experience & Education

- An undergraduate degree is preferred, but not required.
- Ideally 1-2 years of related office administration experience, but willing to train the right person.

Required Skills, Knowledge & Competencies

The following skills are required of the person acting in this position:

- Commitment to providing exceptional service to customers, suppliers, and other parties outside our business, as well as to internal Aegis employees
- Excellent verbal and written communication abilities, skilled in professional email correspondence
- Strong personal and office organization skills
- Self-motivated with proven ability to perform at a high level with limited supervision
- Strong quantitative and analytical skills
- Proficiency with Microsoft Office Suite and Excel Spread Sheet functionality
- Experience and capable of working both independently and in a team-oriented, collaborative environment

Key Attributes for Success

- A welcoming, positive demeanor and a strong desire to assist others
- Extremely organized and accurate, with an acute eye for detail
- Ability to effectively prioritize work tasks and projects in a deadline driven environment, while managing time efficiently
- Strong collaborative interpersonal and teamwork skills and the ability to work effectively with employees in all areas of our business
- Willingness to provide support to tasks outside the job description
- Enjoy a fast-paced work environment and be able to adapt quickly to changing roles and learning new skills



Preferred Qualifications

The following qualifications are beneficial to high performance in this position, but are not required:

- Experience working in a residential, commercial, industrial, or community solar field is a definite plus
- Knowledge of Google Workspace including Gmail, Drive, Contacts, Calendar, Meet, etc.
- Experience with QuickBooks, Procore a plus
- Experience in accounting and bookkeeping a plus

Working Conditions

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

- Ability to prioritize activities and thrive in a professional, dynamic, deadline-oriented environment
- While Aegis is committed to a flexible working environment for all its employees, this position requires full-time presence in our offices in Waitsfield, Vermont
- Ability to lift 30 pounds

Compensation & Benefits

Aegis places a very high value on the talents, passions, and collaborative teamwork of all members of our company. Base pay is market competitive and commensurate with experience and qualifications. Aegis offers a generous employee benefit package that includes employer-paid medical, dental, and vision insurance, paid time off, and a Simple IRA plan with matching employer contributions.

More About Aegis

As a full-service renewable energy system EPC (Engineering, Procurement, and Construction) company, Aegis develops, designs, installs, and maintains clean energy systems throughout the northeastern United States. Since its founding 2011, Aegis has completed over fifty solar projects throughout New England.

With its main offices in Waitsfield, Vermont, Aegis currently employs approximately eighteen people. Aegis has recently joined a strategic partnership now composed of three solar companies that offers greater access to growth capital, collaborative project resources, and expanded market opportunities, while maintaining Aegis' local leadership, strong brand, and tight-knit culture.

Aegis Renewable Energy is devoted to the values of diversity and equal opportunity in all areas of our business. We are an equal opportunity employer and are committed to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment and advancement within our company without regard to race, color,



religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other characteristic protected by law.

Learn more at www.Aegis-RE.com.

Interested candidates are invited to submit a resume to Sonia Behn @ SBehn@Aegis-RE.com