



## **Administrative Assistant**

**RISE Engineering**, a division of Thielsch Engineering, Inc., is one of the longest operating energy services companies in the country. Working on behalf of the largest utilities and energy program sponsors in the Northeast, our mission is to provide one-stop services to make buildings more affordable, comfortable, healthful and efficient. We are experiencing significant growth as higher levels of incentives and resources are being made available to meet local, national, and global needs.

To support our field and project management staff, we seek a qualified Administrative Assistant based in our South Burlington, VT office.

### **Duties & Responsibilities**

- Accurately provide database data entry, typing and preparation of letters, proposals, specifications and reports
- Executing all office tasks associated with a field service organization.
- Ability to efficiently and pleasantly answer multi-line telephone system, transfer calls and accurately take messages in a composed manor
- Prepare, read and route incoming/outgoing mail, e-mail and faxes
- Organize and maintain files and other records
- Pleasantly greet and direct visitors
- Order and maintain supplies and arrange for equipment maintenance.

### **Qualifications**

- 3-5 years of general office administration and proficiency in Windows Office suite applications is a must
- effective multitasking and organizational skills are essential
- Must be neat, organized, pleasant and able to handle the needs of a fast-paced office
- Ability to complete tasks within set timelines, adapt quickly to change and proactively identify process improvements

### **Compensation and Benefits**

We offer very competitive compensation. Our comprehensive benefits include health/dental insurance, as well as paid vacation, holidays, sick days and life insurance. Our parent, Thielsch Engineering, Inc., offers an aggressive employee stock ownership plan (ESOP) in addition to our 401k retirement savings plan. EOE

To learn more about RISE, please visit our web site at [www.riseengineering.com](http://www.riseengineering.com). If you are interested in a position at RISE, please follow the Careers link on our site and fill out an employment application. If you have any questions, please contact Pam Palumbo at [ppalumbo@thielsch.com](mailto:ppalumbo@thielsch.com) or (800) 422-5365 x-140.