



## ***Reception/Office Assistant 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 an hourly, part-time, non-exempt position 20-25 hours/week.

### **Reporting & Other Key Relationships**

This position reports directly to the Vice President and has day-day exposure to all Aegis team members.

### **Position Summary**

The individual in this position plays an important role as the warm and welcoming face to Aegis customers, partners, suppliers, subcontractors, and members of the general public. They also help support our employees and leadership with a pleasant, enjoyable, and efficient work environment. This entails performing office administrative tasks, developing and following administrative processes and procedures, and keeping our office well organized. Strong communication skills, attention to detail, and a friendly, helpful, and service-oriented demeanor are key requirements. The successful candidate will be highly organized, professional, self-directed, and capable of prioritizing daily tasks and assignments.

### **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, etc.



- Welcome team members and visitors. Offer visitors coffee or tea, direct them to the restroom, and make them feel at home.
- Check mailbox and sort out junk mail, distribute mail items to team members.
- Send notifications to team members when packages arrive.
- Confirm that the conference room and cafeteria are clean and orderly. Put away clean dishes from dish drying rack.
- Clean and supply the coffee/tea area. Hang clean Aegis logo coffee mugs in their proper place. Fill Keurig water reservoir container when water runs low.
- Descale both Keurig machines, every 3 to 4 months. Maintain ongoing schedule for descaling.
- Stock and organize office and copier supplies.
- Confirm that the restroom is clean and keep it supplied at all times.
- Care for office plants on a weekly basis – larger plants require watering twice per week.

#### ***Front Office Administration***

- Check messages left at front desk phone and forward to correct party.
- Update the Office Phone list when people come on board or leave the company, distribute updated list to office team.
- Set up new hire extensions. Provide instructions on checking messages and creating greetings for their extension.
- Update the individual extension directories for each phone and distribute.
- Post new hire birthdays on Google calendar, circulate birthday cards for signature.
- 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.

#### ***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.

#### ***Office Assistance***

- Other projects and tasks to support the office as needed.
- Mail letters and packages.
- Assist with printing, preparing documents, and mailings.



## 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 fast-growth, 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 your 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.
- Experience working in a construction/contractor environment.
- Knowledge of Google Workspace including Gmail, Drive, Contacts, Calendar, Meet, etc.



- Experience with marketing and social media 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 part-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](http://www.Aegis-RE.com).

**Interested candidates are invited to submit a resume to Sonia Behn @ [SBehn@Aegis-RE.com](mailto:SBehn@Aegis-RE.com)**