

**JOB TITLE:** Administrative Analyst**DATE POSTED:****COMPANY DESCRIPTION:**

Founded in 2009, One Power is an industrial power company that is decarbonizing manufacturing, enabling customer control, and building the customer-centric power grid of the future. The company provides physical solutions including Wind for Industry® and ManagedHV™, as well as analytics and commercial offerings to enable end users to fully customize their energy experience. One Power is a Utility 2.0 company, and is the largest installer and owner of behind-the-meter wind energy in the United States. Learn more at [www.onepower.com](http://www.onepower.com)

This position is within the Analytics department which is a group of energy industry professionals who provide in-depth advisory services to their customers. The Analytics department currently consists of five team members whose primary function is to work as problem solvers both internally and for its customers.

**1 | SUMMARY OF FUNCTIONS:**

As an Administrative Analyst, you will be responsible for performing and streamlining the internal processes of the Analytics department. You will work as part of the team to help create an organizational structure that ensures an efficient flow of information among the members. In addition, you will assist with data-oriented projects for Analytics customers and internal needs.

**2 | MAJOR DUTIES AND RESPONSIBILITIES:**

- Managing customer, contract, and financial data as well as maintaining and updating the related internal file system
- Performing data collection tasks across many sources, such as utility and energy supplier portals, customer requests, and internal metering
- Reconciling and reporting on monthly commission statements
- Oversee the organization of the project management system and keep the group informed of project deadlines and deliverables
- Communicate with energy suppliers to perform electricity and natural gas pricing requests
- Assist with internal process management and improvement, including development of new procedures, and documents to help with adoption
- Assist team members with analytical projects
- Assist team members with the creation of presentation materials
- Assist with knowledge share and keeping team members informed of energy industry news

**3 | ORGANIZATIONAL RELATIONSHIPS:**

Reports to Director of Consulting Services; no supervisory responsibilities

**4 | SKILLS AND EXPERIENCE:**

- Must have strong organizational skills and a familiarity with good data practices
- Not only are organizational skills a must, you have to personally enjoy structure, order, and efficiency
- Self-motivated with a strong work ethic
- Patience, persistence, and creative problem-solving abilities

- Must enjoy learning
- Basic project management skills
- Excellent interpersonal communication skills and ability to work in an entrepreneurial environment
- Ability to participate in conference/video calls in a professional manner
- Proficiency in using computer applications, data analysis software, and Microsoft Office Suites
- Basic understanding of databases and database structure
- Must be comfortable solving problems that have never been solved

**REMOTE WORK:**

The Analytics department is based in Cincinnati, OH. The members who live in the Cincinnati area currently work out of the Cincinnati office each Monday – participation is required. The rest of the week is flexible. Additional in-office participation may be required in the future. The Analytics department also has two members who live out of state and travel to Ohio once per quarter. Preference will be given to applicants who live in the Greater Cincinnati area.

**LOCATION:** Cincinnati, OH  
**JOB ROLE:** Analyst/Technical  
**EMPLOYMENT STATUS:** EXEMPT  
**CAREER LEVEL:** Professional

**COMPANY INDUSTRY:** Industrial Power, Renewables  
**JOINING DATE:** TBD  
**EMPLOYMENT TYPE:** Full-Time  
**EXPERIENCE DESIRED:** Entry

**PLEASE SEND RESUME TO:** Email: [recruiting@onepower.com](mailto:recruiting@onepower.com)