

Administrative Assistant (Nevada City, CA)

We are now hiring an Administrative Assistant for a local Solar Company in Nevada City. This position will start part-time (20-30 hrs. /week) and advance into full-time.

Job requirements:

- Perform customer service with established and new customers
- Make/Answer inbound/outbound calls for sales and customer service
- Perform clerical and office duties
- Marketing/Advertising experience helpful

Qualifications:

- 1-2 years previous experience
- Computer Skills Required--Word, Excel, PowerPoint, and QuickBooks
- Must be driven and motivated

A pleasant telephone voice, commanding and compassionate manner, a passion for providing customer support and the ability to work independently (without supervision) when necessary are characteristics of the preferred candidate. The ideal candidate will like working in a fast-paced environment and helping to grow a renewable energy company. Knowledge about products within the solar industry is desirable.

Please e-mail your resume to amb@pacrenew.com. No phone calls, please.