

BUSINESS ADMINISTRATOR / EXECUTIVE ASSISTANT

Pay: Competitive Salary based on Qualifications

Job Site: Hybrid – On-site (Los Altos office); some remote hours are acceptable

Employer Description:

LCG Consulting is a small R&D organization in the San Francisco Bay Area. We've been in the business of electricity for 40 years, including power market modeling, price and congestion forecasting, and providing consulting services to the electric market participants. Our current undertakings are heavily geared toward evaluating renewable power generation and transmission upgrades.

Job Description:

Position Overview: We are seeking a self-motivated individual with great people and communication skills, a problem-solving attitude, and the sophistication to undertake a variety of office support tasks with professionalism and diplomacy. Math skills and ease with spreadsheets are essential.

Key Responsibilities:

- Manage and cultivate business inquiries
- Create and update records to track business activities and follow up on action items
- Act as a point of contact between executives, employees, clients, and external partners
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executive's behalf
- Some accounting and payroll-related tasks
- Some tasks related to human resources, office policies and procedures

Qualifications:

- A degree in Business, Accounting, Management, or other related fields
- Experience as an executive assistant or similar role in a business administrative position
- Enjoys working with others
- Strong written and verbal communication skills
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint)
- QuickBooks experience required
- High level of professionalism, attention to detail and discretion.
- Strong organizational skills and ability to prioritize and execute multiple tasks promptly
- Analytical and problem-solving abilities
- Self-directed initiative and strong follow-through

We offer a competitive salary based on qualifications, paid holidays, vacation, sick leave, dental and health insurance and a 401K retirement plan, when eligible.

Send resumes with a cover letter indicating the job title, earliest availability, and expected salary range to job@energyonline.com. Questions about the position are welcome; we are eager to find the right fit for our team. Additional information about LCG is available at our website www.energyonline.com.