

## **Administrative Assistant**

### **COMPANY OVERVIEW:**

**Muirfield Energy**, founded in June 2009, is one of the largest and fastest growing energy consulting firms in the mid-west. We build trusted partnerships with industrial and commercial consumers to properly manage their energy needs and reduce their energy costs.

We are currently looking for a detail oriented & highly invested team player to work full time in our Dublin, Ohio headquarters. The **Administrative Assistant** is responsible for supporting the business through a variety of administrative office duties.

### **POSITION TYPE:**

Full-Time

### **SCHEDULE:**

8:30 a.m. to 5:00 p.m., Monday through Friday

### **WAGE RANGE:**

\$18.00 to \$22.00 an hour, based upon experience

### **WORK REMOTELY:**

No.

### **DUTIES AND RESPONSIBILITIES:**

Must be able to perform duties with or without reasonable accommodation.

- Answer phone calls, distribute mail, order office supplies, and other general office functions.
- Support the new business and review processes.
- Prepare and mail welcome letters to accompany signed supply agreements.
- Maintain and update customer data in ClairitySoft, Access, and Excel.
- Update statistic reports and market data charts.
- Customer enrollment audit processes.
- Schedule and manage quarterly sales meetings, office events, and appointments. Responsible for travel arrangements, agenda preparation, and lunch coordination.
- Coordinate marketing mailings, events, and email campaigns.
- Maintain and coordinate the company marketing calendar.
- Manage inventory of all marketing material.
- Update company website through WordPress.
- Provide administrative support to the President.
- Performs other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma / GED required.
- Bachelor's Degree in business administration or a related field preferred.
- A minimum of 2 years of experience as an administrative / executive assistant.
- A valid driver's license is required.

**JOB QUALIFICATIONS (*Knowledge / Skills / Abilities*):**

- Effective team player and dependable independent worker with minimal direct supervision.
- Strong organization, multi-tasking and prioritization skills are critical.
- Ability to maintain attention to fine details is a MUST!
- Willingness to ask questions and accept shifting job responsibilities.
- Proficient in Microsoft Office Suite (2019) with an advanced skill set in Excel and Power Point required.
- Exceptional verbal and written communication skills required.
- Experience with Claritysoft or CRM a plus.

**MUIRFIELD ENERGY OFFERS:**

- Competitive Compensation
- Paid Vacation Time & Paid Company Holidays
- Medical, Prescription, Dental & Vision Insurance
- HSA, Life and AD&D Insurance
- Simple IRA with Company Match

*Muirfield Energy is committed to equal opportunity for all employees and applicants. As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected characteristic. Employment is contingent upon Muirfield Energy's receipt of an acceptable and job-related, background check, including a criminal background check at the county, state and local levels, motor vehicle report, and/or reference check, as applicable and permissible by law.*

For immediate consideration, please email [aoman@muirfieldenergy.com](mailto:aoman@muirfieldenergy.com) with your resume and salary history. If you require an alternative method of application or screening, you must email [aoman@muirfieldenergy.com](mailto:aoman@muirfieldenergy.com) for this request.

425 Metro Place North, Ste. 500  
Dublin, Ohio 43017  
888-370-8898 (Phone)  
888-370-8878 (Fax)  
[www.MuirfieldEnergy.com](http://www.MuirfieldEnergy.com)