

Receptionist/Office Assistant

CleanSky Energy is a retail gas and electric provider to tens of thousands of customers in the northeastern United States. Our Houston headquarters maintains a modest number of staff in a small company environment. We are seeking a professional and personable Receptionist/Office Assistant for our Houston headquarters.

Title

Receptionist/ Office Assistant-**Houston, TX**

Department

Business Operations

JOB SUMMARY

This candidate should have an upbeat personality to interact and help maintain the upbeat spirit of the office. In addition, the right candidate must be ready to perform clerical duties and general management of the physical aspects of the workspace.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Manage the front desk responsibilities with a professional appearance
- Greet visitors and direct them appropriately
- Assist executives with various tasks
- Ensure coffee, snacks, and other items are stocked
- Order or shop for supplies as necessary
- Serve as the liaison for building related issues
- Assist with various data entry and clerical tasks
- Lead efforts for birthdays, special events, or other niceties of the office
- Other Miscellaneous tasks

MINIMUM REQUIREMENTS

- High school diploma or equivalent experience required; additional training or education is a plus
- Proficient with Microsoft programs, including Excel and Outlook
- As this is a fast-paced environment with changing requirements, job flexibility is a necessity
- Must be able to work a minimum of 40 hours per week

ABILITIES REQUIRED

- Ability to meet highest attendance requirements
- Ability to handle multiple tasks concurrently
- Ability to use personal computer, calculator, etc.
- Ability to sit for extended periods of time without much movement
- Ability to work in time-sensitive environment with non-flexible deadlines
- All candidates must have the ability to speak, read and write English

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

CleanSky Energy is an equal opportunity employer.