



## FOR IMMEDIATE HIRE: Part-Time Office Manager

### ABOUT ENYO RENEWABLE ENERGY

Enyo Renewable Energy is an independent solar and wind company that specializes in the development of industrial-scale renewable energy projects in the Intermountain West. We are committed to successful collaboration with every community that will benefit from the development of a renewable energy project. We are committed to meeting the demand for clean energy that will help clear the air and conserve water.

Learn more about Enyo Renewable Energy by visiting our website: <https://enyo-energy.com/>

### ROLE OUTLINE

Our company is seeking an office manager to handle administrative duties and organize everyday office tasks. The office manager's job is to encourage and preserve a pleasant work environment and to make sure the office runs to its maximum potential at all times. You will be tasked with maintaining office efficiency, communication, as well as safety. The chosen candidate's responsibilities will include but are not limited to, arranging meetings, restocking office supplies, and providing general support across the board to staff. The successful applicant will be proficient in all Microsoft Office applications, especially Outlook, Word, Excel, and PowerPoint. The office manager should facilitate the efficient functioning of the office's day-to-day procedures and operations.

### REQUIREMENTS

The successful applicant will have the following experience and skills:

- A high level of proficiency with Microsoft Office, especially Excel, Outlook, Word, and PowerPoint
- An understanding of office procedures, responsibilities, and systems
- Experience using office equipment such as printers, PCs, fax machines, and scanners
- An understanding of email scheduling software
- Exceptional time management skills, with the skill to multi-task and prioritize tasks
- High-level problem solving skills a keen eye for detail
- Outstanding verbal and non-verbal communicational skills
- High levels of organizational ability, and the ability to seek and suggest office improvements
- A high school degree, with qualifications as a secretary or administrative assistant a plus

Please provide a full cover letter and resume to [info@enyo-energy.com](mailto:info@enyo-energy.com) to be considered for this role.