



**Job Description: Operations Specialist, Interim**

**Location: Denver, CO**

**About Iconergy**

Iconergy is a growing performance contracting, sustainability, and energy engineering firm with offices in Denver and Boulder. We are a team of experienced energy engineering and design-build professionals who came together to enhance the effectiveness and efficiency of the built environment.

Iconergy maintains a diverse portfolio of exciting projects, located mainly in Colorado and adjacent states. Our projects include laboratories, health care facilities, K-12, industrial plants, and higher education facilities among others. Our work includes designing and constructing complex and specialized systems in facilities that will serve their communities for decades.

We develop each other and the company so that we can continually improve as a team and acquire new knowledge. We connect with one another because it is fun and because our team is stronger as a result. We support one another, especially during crunch time, because that is what teamwork is all about.

**Position Summary**

Iconergy seeks to add an Interim Operations Specialist. This is an ideal role for a professional with strong attention to detail and accuracy, who can successfully adapt to shifting priorities. This individual will leverage his or her expertise to provide organizational and operational support to the CEO to enable him to deliver on his strengths. At the same time, this individual's services will enhance the organization's customer-focused reputation and its ability to communicate internally and externally.

Your work will be intrinsically meaningful to both our internal team and to our customers. Your work will often be part of the critical path to project completion. Your ability to learn quickly, to ask the right questions, and to deliver on your commitments will directly affect our collective success.

You will use your professional experience, emotional intelligence, and critical thinking to build relationships that support the company's culture and growth. Your appreciation for each team member's unique strengths and communication styles will enable you to engage the right people for the right reasons.

You will work in a place that encourages you to:

- Proactively solve problems, sometimes independently and sometimes in groups, while also taking pride in the work that you do
- Share your enthusiasm for our work with the people around you
- Identify and pursue opportunities to expand your knowledge and the reputation of the firm
- Practice and refine your leadership skills on a daily basis
- Drive efforts to incorporate sustainability into both our internal and external operations

**A day in the life of the successful candidate:**

During a typical day, your basic tasks might include the following:

- Correspond via email, maintain electronic files to organize email communications, and communicate via phone and text with key team members, partners, and customers
- Collect and distribute incoming mail to include distributing invoices/statements, shipping packages, and logging receivables.
- Research and answer employee questions on copier/printers, phones, computers/softwares, and track IT tickets for prompt response

- Assist with the organization of digital and paper files
- Research, request approval for, and procure needed supplies and equipment
- Serve as facility liaison between employee needs and office management companies in Boulder and Denver for card/key/garage access, maintenance requests, etc.
- Accounts Receivable – log, scan and file incoming payments according to company policy; research receivables as needed
- Accounts Payable – create reports for software billings as assigned by Controller
- Support Operations Specialist with fleet maintenance to include data input, appointment coordinating and driving vehicle to service shops
- Arrange all logistics for team meetings and activities as well as conference calls and catered functions on-site and off-site
- Support document delivery by proofreading, copying, printing, and binding reports, presentations, and letters
- Support President/CFO in contract management, document production, appointment scheduling, and other administrative tasks as assigned
- Place ads for new hires, work with hiring managers on applicant information
- Maintain task and project organization
- Coordinate HR functions such as employee referrals, payroll stipends and onboarding/off-onboarding employees to include IT set-ups
- Oversee business card orders and serve as liaison for incoming/outgoing Marketing print orders
- Maintain asset inventory lists, and execute an annual inventory in Denver and Boulder
- Prepare presentations for internal and external meetings (e.g. monthly internal meetings, client presentations), including slide layout, content development, and creation of charts and graphs in Excel using pivot tables
- Other projects as needed or required to support the general scope of activities which support Iconergy projects and employees

We value your ability to learn quickly and take on more responsibility over time. We need you to independently integrate information from various sources, assess priorities, and make decisions with limited supervision.

**The successful candidate's background will look something like this:**

- High school diploma or equivalent + 10 years of experience in administrative support role OR Bachelor's degree + 5 years of experience in operations support, marketing/sales, or administrative role
- Strong written and verbal communication skills
- Demonstrated interest in and passion for sustainability
- Work experience in construction, engineering, sustainability, and/or professional services is a plus
- Intermediate to advanced skills on PCs in MS Office, in Outlook, Word, Excel and PowerPoint, especially in the areas of graphics, data entry, and document production
- Abilities and experience in basic analysis, researching data, and analyzing solutions based on the data
- Sharepoint experience a plus
- Notary certification a plus

- Bookkeeping or accounting experience a plus

**The candidate must also fulfill the following:**

- Pass NCIC background check (required)
- Pass an initial drug test and subsequent random drug tests (required)
- Hold a valid driver's license and provide your own mode of transportation (required)

This position will require you to frequently stand; walk; and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception and the ability to adjust focus. While performing the duties of this job, you will be regularly required to sit for long periods of time; talk or hear; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. You will also be required to lift up to 50 pounds on a regular basis.

We value teammates who are committed to the Iconergy team and adaptable to potential shifts in the specifics of their role. Our positions are similar to those at other growing firms: they are functions of the marketplace and, therefore, dynamic. We have described the position as it is forecasted from today through the next twelve months. We are constantly evolving our services and also addressing client requests that may change the description in a number of ways over time.

**To apply:**

Please visit <https://iconergy.bamboohr.com/jobs/view.php?id=38&source=aWQ9NA%3D%3D> to apply.

***Iconergy is an equal opportunity employer, and we value diversity. We encourage applications from all demographics and especially those that are traditionally under-represented in engineering and construction.***