



### **Job Title: Entry Level Analyst**

This is an hourly part-time or full-time position located at GridSME's headquarters in Folsom, California. The position reports to one of the company's VP/Practice Leads, COO/CFO, or CEO. The position will have exposure to many subject matter areas in our company, including engineering, cyber security, regulations, technology, electricity markets, data analysis, and business management.

### **Job Description and Responsible Tasks:**

The power grid continues to change rapidly as new technologies and market entrants reshape today's energy landscape. GridSME is on the forefront of the evolving industry, helping our clients transform the power industry in positive and meaningful ways.

GridSME is looking for a bright and motivated candidate to join GridSME's team in an entry level analyst role. The position serves as a team support role within GridSME's multiple service offerings, adding value across a wide variety of analytical, writing, research, and administrative tasks.

In this role, the candidate will contribute in a variety of ways, which may include, but are not limited to:

- Providing various support to GridSME's Practice Areas: Engineering, GridSecurity, Markets, NERC/Regulatory Compliance, and Power System Services
- Drafting client proposals and performing other sales and marketing functions
- Monitoring project schedules, tracking milestones and metrics
- Preparing meaningful, concise, and accurate reports
- Building databases, data models, Excel spreadsheets with data interpretation
- Documenting internal and/or client procedures and creating training materials
- Performing related duties in support of project efforts (e.g. Design, monitoring, data extraction, research, and reporting) in the areas of performance monitoring, outcomes, and compliance with policies and rules
- Providing support for project meetings
- Assisting with project documentation and correspondence
- Conducting research
- Providing general support including reviewing contracts, project budget analysis, distribution, and collection of contract requests
- Performing administrative duties, as assigned

### **Minimum Qualifications:**

A formal education in engineering, computer science, cyber security, business, law, economics, resource and environmental studies, or political science is preferred. The candidate must be proficient with Microsoft Office applications, possess creative thinking and conceptualization abilities, demonstrate critical thinking skills, employ strong verbal and written communication skills, utilize analytical skills, and exhibit excellent interpersonal and teamwork skills. Barbequing mastery a plus.



### **Why GridSME?**

We are a young, fast-growing company in an industry undergoing historic technological and economic changes. GridSME desires to be the intersection between what our people are passionate about and what our clients' value. We are a place where our people grow, do meaningful work, and achieve their professional goals. To do that, we have built a strong team and family which operates in a flexible and candid environment. The perfect blend of autonomy and teamwork. We are all business owners thanks to our profit-sharing program.

We are looking for an entry-level candidate that wants to grow with us. The position is located at our headquarters in Folsom, California – the 2019 #2 ranked city for raising a family and a great place to live if you like affordable homes, great schools, the outdoors, and warm weather.

### **Compensation**

This is a part-time or full-time hourly position earning a competitive wage with immense growth potential.

Our full-time employees receive health insurance benefits, health savings accounts, flexible spending accounts, and a 6% 401(k) match. In addition, the full-time employees also participate in GridSME's Profit-Sharing Program, which includes a Monthly Profit-Sharing Cash Bonus, an Annual Holiday Profit-Sharing Cash Bonus, and an Annual 401(k) Profit-Sharing Bonus.

### **The Application Process**

After applying, we will contact promising candidates for an initial phone interview. If there appears to be a match, we will move forward to an in-office interview with our leadership team and others in the company you will be working with. From there, if needed, subsequent follow-up interviews may occur.