



Job Title: Staff Analyst

This is an hourly position located at GridSME's headquarters in Folsom, California. The position reports to the company's Chief Financial Officer.

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 a Staff Analyst role. The Staff Analyst 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:

- Drafting client proposals
- Monitoring project schedules, tracking milestones and metrics
- Preparing meaningful, concise, and accurate reports
- Building Excel spreadsheets with data interpretation
- Drafting client policies and procedures
- 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
- Conducting research
- Drafting project correspondence
- Documenting new internal procedures and creating training materials
- Providing general support including reviewing contracts, project budget analysis, distribution, and collection of contract requests
- Performing general and/or office duties, as assigned

Minimum Qualifications: An educational background in engineering, 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.

If you sound like a good fit for this position, please send an email inquiry to customerservice@gridsme.com

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