



## PowerDash Careers: Office Manager

PowerDash LLC is a small, Cambridge-based company that has been growing since our founding in 2008. We are helping build the web services infrastructure for the new world of smart energy, working with top-tier partners and serving leading energy services integrators across North America. If you would like to join our team and be a part of this important, rewarding work, please review this opening and get in touch if it sounds like it describes you!

### Position Description

This position includes varied responsibilities with an opportunity to grow into more specialized roles as the PowerDash team expands. The position involves:

- overseeing day-to-day bookkeeping, using web-based invoicing and accounting tools, for receivables such as customer equipment orders, new subscriptions, and subscription renewals and also payables such as payroll
- responding to and routing inquiries that come by phone or email
- collaborating with other PowerDash team members in the fulfillment of orders
- testing, packaging, and shipping gateways and meters to customers
- configuring newly activated energy monitoring systems in customer PowerDash online accounts
- joining with all PowerDash staff in providing post-activation customer support as needs arise

### Qualifications

- Desire to serve customers with sincerity and trustworthiness
- Eagerness to learn
- Excellent writing and communication skills
- Facility using web-based software tools for functions such as invoicing and bookkeeping
- Interest in clean energy a plus
- Conscientious attention to detail
- Strong, intuitive sense of integrity and ethics in everything you do

### How to Apply

We'd love to hear about both your qualifications for this position and also why you're drawn to it. You can write to Stephen at [careers@powerdash.com](mailto:careers@powerdash.com). We apologize in advance if we aren't able to respond to every inquiry. Thank you for your interest.

Position posted 6/20/2011