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Horizon RES NH LLC works with homeowners, builders, building performance contractors and local electric and gas utility services to promote, incentivize, install and review the installation of energy efficiency measures for New Hampshire homeowners.

We are looking for an additional member for our team that can help support further adoption of residential energy saving through homeowner participation.

JOB DESCRIPTION:

- ❖ Support utility level weatherization and home performance program for interested clients. Phone and email skills are essential.
- ❖ Duties primarily include conducting residential audits, and work w/ outside install contractors for proposed measures.
- ❖ Work with clients and outside home performance contractors to coordinate installations.
- ❖ Concord NH based office location.
- ❖ 37.5 hrs. per week, 40 hr. pay. 4 ½ days per week.
- ❖ Hourly wage commensurate with experience.
- ❖ Additional duties will be available in other home / building performance fields.

REQUIREMENTS:

- Current BPI BA credential required.
- BPI QCI or other BPI credential preferred.
 - Experience working with residential clients / program participants via in-person, phone and email.
 - Customer service and client data information skills preferred.
- Enthusiasm for continuous improvement of the delivery process of these important programs to utility clients.
- Working knowledge of Office 365 programs; Outlook, Word, Excel (or similar) required.
- Traditional office skills, typing, email messaging, pleasant phone manner.
- High school diploma or equivalency. Associates degree or higher preferred.
- Site visits to client home.
- Pass a criminal background check.

PREFERRED SKILLS:

- BPI QCI or other BPI credential preferred (BPI BA required).
- Social media skills helpful. Facebook, Twitter, YouTube, blogging.
- Ability to assess program success trends / data visualization. (Graphing / Charting)
- Familiarity with Google drive and / or Dropbox linking, cloud storage, Skype.
- Familiarity with additional office and productivity tools: Asana, OneNote, Sketch-up, Office 365 Business Essentials or similar tools.

BENEFITS:

- 1 week paid vacation after 6 months continuous employment, 10 paid holidays per yr. Additional benefits and wages accrue with employment status.
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If interested, please submit a letter of interest and resume. For further details, feel free to contact us via email address below.

All applications will remain confidential.

Forward to:

[linda@ horizon-res.com](mailto:linda@horizon-res.com)
