Technical Assistant II

Company: EPRI’s Energy Utilization Programs (Energy Efficiency, Energy Storage, and Understanding Customers)

Position: Technical Assistant II

Salary: TBD

Hours: FT, 40/week

Location: Palo Alto, CA

Duties:
Provide assistance to Palo Alto based technical staff in relating to gathering, monitoring, analyzing and organizing information on current and emerging projects as well as financial and contractual data. Provide technical assistance to technical staff in preparations for advisory meetings, conferences, business travel etc.
• Assist in preparation of paperwork for proposals, revenue agreements contracts etc., and ensure timely execution
• Support preparation of proposal packages – both technical and financial
• Support Program leadership relating to customer requests and execution of deliverables
• Develop and implement programs and processes to maintain centralized files containing technical information and financial information
• Initiate revenue and sub-contracts in the EPRI ERP system, track their status, track fund balances etc
• Provide support in preparation of technical presentations and other materials for advisory meetings, external publications, conferences and workshops
• Manage the planning, preparation and organization of technical conferences and workshops.

Preferred Skills:
• The ideal candidate will have 3-5 years experience in an administrative or technical support role
• Capable of handling administrative support role (word processing, database, spreadsheet, presentation graphics, ERP (SAP) etc).
• Capable of performing multiple and complex tasks with limited direction, and when necessary, have the judgment to know when to ask for directions.
• Excellent verbal and written communication skills, and is capable of demonstrating a strong ability to identify, analyze, and negotiate and solve problems.
• AA degree (minimum) in a scientific field or equivalent combination of education and experience
• To ensure compliance with U.S. export controls, please indicate your U.S. citizenship or (for foreign citizens) your U.S. visa/immigration status in your resume or cover letter.
EPRI is an equal opportunity employer.

**Contact:**

Please apply at:
http://ch.tbe.taleo.net/CH05/ats/careers/requisition.jsp?org=EPRI&cws=1&rid=1567

www.epri.com