



## Albireo Energy

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Albireo Energy is a national building automation, energy services, and electrical power monitoring system provider. Their solutions and services help building owners and managers improve efficiency and reduce operational costs while improving comfort for tenants. With almost 250 professionals and access to industry-leading technologies from Schneider Electric, Johnson Controls, Delta Controls, and Distech, Albireo Energy provides superior services and solutions to data centers, healthcare, biosciences, government and commercial real estate. [www.albireoenergy.com](http://www.albireoenergy.com)

## Office/Sales Support Administrator

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***Title:*** Office/Sales Support Administrator

***Location:*** Crofton, MD

***Reporting Manager:*** Director, Pre-Construction MD/DC/VA

The Office/Sales Support Administrator will report to the Director Pre-Construction MD/DC/VA and will provide key administrative support for our Crofton, Maryland location.

## Responsibilities:

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A key member of the Albireo team, the Office/Sales Support Administrator will be responsible for:

- Search appropriate websites used for new bid opportunities (CDC, FedBids & Mechanical Contractors), review with sales manager and record opportunities in appropriate software;
- Resource appropriate document requirements for new opportunities;
- Staff office reception area and direct inbound calls to appropriate staff;
- Assist with update of contact information for sales and construction department in appropriate software packages;
- Prepare, book, enter, and update projects in appropriate software. Make updates to projects based on account rep / sales engineer changes;
- Review opportunity close dates in CRM software with sales manager/sales engineers on a weekly basis;
- Provide assistance to sales and construction department with proposals, quotes and other correspondence using approved Albireo Energy format;
- Assist sales and construction department by making calls as requested. Enter results in appropriate software;



## Qualifications:

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- Five (5) years experience as Sales Admin or Office Manager (preferred, not mandatory);
- Understanding of sales process, preferably in construction/contracting or distribution
- Must be comfortable in working within a small staff, and wear many hats when the need arises.
- Proven capabilities in multi-tasking and time management
- Excellent computer skills and familiarity with MS Office products (Word, Excel, etc), internet and CRM

## Key Accountabilities:

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- Follow up, track and update signed service agreement renewals, construction contract and change orders through appropriate software packages;
- Track/record deliveries for both incoming and outgoing shipments for Crofton office in appropriate software packages;
- Maintain office supply inventory for Crofton office, forward requests for additional supplies to corporate office;
- Maintain sales department literature, marketing material and presentation hardware;
- Assist Delaware office IT personnel as needed and directed relative to IT/Network, phone and equipment;
- Maintain Crofton office cleaning services by forwarding requests to corporate office. Maintain Crofton office kitchen services (i.e. coffee services);
- Handle other administrative duties as needed.
- Adjust and adapt as circumstances change. Be comfortable in a rapidly growing company.
- Other duties and projects as assigned.

## Position Parameters:

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- Based at the Albireo Energy offices in Crofton, MD

Interested candidates can send resumes to [careers@albireoenergy.com](mailto:careers@albireoenergy.com).