



Position: Efficiency Specialist, Business Energy Rebates

EfficiencyOne isn't just an organization; it's a movement. Our organization's purpose is to change lives by unleashing the power of efficiency. We come to work every day because we want a better world, and we believe we can contribute to a more prosperous, sustainable future through efficiency.

We're looking for an **Efficiency Specialist** to join our Business Energy Rebates team. In this role, you will work closely with distributors, contractors, and end-use customers to ensure a high level of customer service, data accuracy and relationship management. This multi-faceted position includes leading a variety of tasks using Microsoft Office products including Word, Excel, and PowerPoint in support of report preparation, proposal preparation, and data management. A high degree of attention to detail and a thorough understanding of Microsoft Office products are required for this position. Daily interactions with staff and clients will require a candidate with a professional and positive demeanor both in-person and on the phone.

Summary of Responsibilities:

- Take the lead on the instant-rebate service for Business Energy Rebates, including communication with distributors, Business Development Managers, technical expertise for projects and reporting to Program Manager;
- Provide accurate energy savings calculations and rebates to customers;
- Support and conduct project monitoring and verification;
- Review, assess and report on technical information where applicable;
- Provide technical specialization for BER on some different verticals;
- Comply with requests from third-party evaluators and verifiers;
- Program research and development within the prescriptive rebate program;
- Review and report on technical information where appropriate;
- Data entry, tracking, filing, and other program administration;
- Contribute to marketing activities; and
- Incorporate new practices and ideas into the role.

To be qualified for this role you hold a Bachelor's degree or Diploma in Engineering Technology; or an equivalent combination of education and experience. Specific emphasis will be placed on experience and technical knowledge with energy-efficient technologies. You know about building science principles, energy efficiency retrofit practices and reporting. You combine a positive attitude and strong work ethic with excellent organizational and communication skills. Additionally, you are flexible and have above average attention to detail combined with the ability to consistently meet deadlines in a fast-paced environment. You have the proven ability to learn new processes quickly and multitask under strict deadlines. A driver's license valid in Nova Scotia is a requirement for this position.

The ideal candidate will have familiarity with the delivery of Efficiency Nova Scotia programs and services, and experience in the energy efficiency industry would be considered an asset.

If you would like to be considered for this opportunity, please submit your resume and cover letter, clearly articulating how you meet the above-noted qualifications. Applications can be submitted in confidence to Nicole Delaney at the link below.

<https://easyapply.co/job/efficiency-specialist-business-energy-rebates-1>

EfficiencyOne offers an excellent benefits package, an excellent talent development program, and fosters a highly skilled, energized and empowered workforce.

EfficiencyOne has an employment equity program, welcomes diversity in the workplace and encourages applications from all qualified candidates, including women, aboriginal peoples, people with disabilities and racial minorities.