



Data Specialist (part-time)

November 14, 2016

SOL VISTA's on-site services and proprietary technology helps hotel and other commercial building owners reduce their utility bills and environmental impact. Our clientele are located throughout the U.S. and Caribbean, and include well-known brands such as W Hotels, InterContinental, Sofitel, Viceroy, and Westin.

For our successes, we were honored as Montgomery County's 2013 Incubator Company of the Year and Maryland's 2014 Incubator Company of the Year.

Location: Silver Spring, MD (3 blocks from Silver Spring Metro Station, Red Line)

Position Title: Data Specialist (part-time)

Position Overview: The ideal candidate should be excited about the prospect of working in a start-up environment on energy-efficiency-related projects and technology. For the right candidate, this is an excellent opportunity to contribute to services and technology that link commercial real estate, energy, and environmental sustainability.

Responsibilities:

- Process, analyze, aggregate, and input utility data.
- Verify entered data by reviewing, correcting, deleting, or re-entering data.
- Maintain data entry requirements by following established techniques and procedures; report needed changes as may be appropriate.
- Protect operations by keeping information confidential.
- Perform ad hoc projects and other responsibilities as may be appropriate.

Requirements:

- Superior typing, verbal, and written communication skills.
- High-proficiency with Microsoft Office programs, especially Excel.
- Strong attention to detail and ability to quickly and accurately enter and review data.
- Good organizational and time management skills, including daily and weekly planning.

Preferred:

- Students currently seeking degrees in software/web development and software/web development experience.

Start date: Immediate

Hours per week: part-time, minimum 20 hours per week, maximum 30 hours per week

Compensation: \$11/hour

For More Information or To Apply: Email resume and a simple paragraph stating interest and general availability to jobs@solvista.com. No phone calls or drop-ins please.

