



Data Specialist (part-time)

June 2019

SOL VISTA helps hotel and other commercial building owners reduce their utility costs and environmental impact. Our customers are located throughout the U.S., and include well-known brands such as W Hotels, InterContinental, Sofitel, Viceroy, and Westin.

Location: Silver Spring, MD (3 blocks from Silver Spring Metro, 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 or candidates having experience with software/web development.

Start date: ASAP

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

Compensation: \$12.50/hour

For More Information or To Apply: Email resume along with a simple paragraph stating interest and general availability to jobs@solvista.com. Please include as the email's subject (without quotation marks and with your actual name in the brackets) "Data Specialist: [your name]". No phone calls or drop-ins please.

