



25 Decibel Road, Suite 205  
State College, PA 16801

**Position Title:** Project Assistant

**Summary:** [Envinity's](#) Building Energy Solutions ([BES](#)) is a team of engineers, analysts, and construction managers working to help our clients reduce energy usage. We are actively seeking a Project Assistant to join our team. The Project Assistant reports directly to the BES Director of Operations and will regularly work with others on the team. The position is based out of our State College, PA office. There is some ability for a flexible schedule and a mix of office/remote work.

The position requires experience with editing and formatting professional, technical documents. The candidate must be able to communicate professionally both verbally and in written form, should exhibit strong organizational skills, and have a willingness to adapt as project priorities shift. Ideal candidates will have experience in the engineering or construction industries.

This is a full-time, career position with health, vision, dental, disability, retirement, paid time off and other benefits.

**Job responsibilities include by are not limited to:**

- Edit and format proposals and reports
- Review Requests for Proposals (RFPs)
- Support client invoicing
- Monitor aging report and follow-up on collections emails/phone calls
- Support management of subconsultant paperwork
- Basic data entry to support project work
- Assist in development of project management and resource allocation reports
- Coordinate internal meetings and provide support of meeting materials and minutes for client meetings

**Ideal Candidate**

- 0-5 years preparing, editing, and formatting professional, technical documents
- Proficiency in Microsoft Word and Excel required
- Experience in the construction or engineering industries preferred
- Team player possessing strong communication, planning, and organizational skills
- Believe that climate change is real and wants to do your part by creating more energy efficient homes and businesses

**To Apply**

Send a resume and cover letter emphasizing experience to: [ProjectAssistant@Envinity.com](mailto:ProjectAssistant@Envinity.com), subject: "Project Assistant."

Envinity is an equal opportunity employer. Our goal is to hire great humans regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Envinity highly encourages all women, minority groups, individuals with disabilities and veterans to apply regardless of experience.

Applicants selected for our interview process must agree to DMV and criminal background checks.