



Advanced Development Services, Inc.
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Administrative Assistant

Job Duties

Advanced Development Services, Inc. is seeking an Administrative Assistant to help grow the company's portfolio of wind projects in the Western States and Midwest United States. The candidate will be a knowledgeable, multi-skilled, highly motivated individual who supports the administration of the growing company. This position requires a highly flexible individual that works well in a team environment performing various support functions.

Responsibilities include:

- Perform administrative duties including scheduling, document production, contract administration, filing, purchasing, shipping and receiving, and landowner correspondence
- Support the Headquarters Office with word processing, scanning, faxing, filing and document control
- Assist with corporate marketing activities including the specification and purchasing of marketing materials

Qualifications

- Minimum 5 + years of administrative assistant experience
- Experience with Microsoft Word, Excel and PowerPoint.
- Budgetary and accounting experienced desired.
- Self-starter, well organized possesses excellent communication and computer skills.
- Ability to be flexible and maintain positive working relationships and work as part of small team

Ability to provide wind resource/energy assessment and technical support activities as follows:

- Assessment of the wind resource and energy output of proposed utility-scale wind farms
- Analysis of wind and meteorological data
- Inspection of measurement equipment and quality assurance of collected data
- Review of site suitability studies and evaluation of site layouts and wind turbine siting

- Site inspection and assessment of the suitability of erection/operation of wind turbines
- Familiarity with wind energy software packages (WindPRO, WAsP, WindFarmer)
- Familiarity with reading/using terrain maps, compass and global positioning systems (GPS)
- Familiarity with geographic information system (GIS) based applications
- Calculation of sound propagation based on international standards/guidelines
- Forecast the potential of shadow flicker
- Cooperation on project due diligence
- Support on contracts and negotiations with wind turbine vendors
- Liaise with project development teams, contractors and consultants
- Training of other personnel and junior colleagues
- Writing technical reports
- Aptitude for working with data and statistical analysis of data.
- Willingness to travel to project sites.
- Support in developing tools, standards, procedures, and processes.
- Represent the company in public, professional organizations, etc., as agreed with supervisor.

Complies with all ADS policies and procedures.

Acts as a team member with all employees of ADS.

Qualifications

Other Functions

Carries out other duties as assigned.

Requirements

Essential Physical Abilities

Ability to meet highest attendance requirements.

Ability to use personal computer, calculator, etc.

Ability to read, write and speak proper English and give presentations before an audience.

Ability to handle multiple tasks concurrently.

Ability to travel via airplane.

Ability to climb heights, work in confined spaces and lift 50 pounds.

Maintain a valid driver's license.

Other Skills

Experience with MS Office, especially Excel.

Demonstrable analytical skills and report writing.

Ability to manage contractors, consultants, and other staff effectively.

Good independent functioning and decision making skills.

Good organizational, prioritizing and time management skills.

Flexible, self-motivated, able to take initiative, and accepting to responsibilities and challenges.

Education /Experience

BS in Engineering, Science or Meteorology is required.

Minimum of 3 years experience in the wind energy industry performing wind resource and energy assessment, due diligence, and site suitability for wind power projects.

Working Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoors- 75% Outdoors- 25%

The noise level in the work environment is usually moderate.

Ability to speak and read Spanish a positive, but not essential.

Excellent interpersonal skills, including with foreign affiliates, essential.

Must function and make decisions independently.



Good organizational, prioritizing and time management skills essential.

Must be flexible and able to take initiative.

Experience

Must have at least 6+ years energy transactional experience, preferably in both complex development and merger and acquisition and preferably in both power and gas.

Education

MBA or JD preferred from an ABA accredited law school. Must be licensed to practice law in one of the fifty United States.

Working Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

Please apply for this position by e-mailing your resume to resume@advanceddevelopmentsite.com