



## About Energy CX:

Energy CX is on a mission to be the #1 energy broker in the US (currently 24th/2000). We are laser focused on helping commercial real estate companies reduce time and money spent on energy.

### Benefits: Freedom & Responsibility

- **PTO**
  - 15 days but highly flexible
  - All major holidays
- **Medical Insurance**
  - ECX pays 50% of premiums
- **401 (K)**
  - Employer match 20% of total contribution up to 5% of salary
- **Misc**
  - Additional 5 work from home days quarterly
  - Work from home Fridays
  - Wednesday catered lunches
  - Frequent company events

### Why Energy CX?

- Recession proof industry
- Uncapped commission with competitive salary
- Entrepreneurial culture + great team oriented environment
- Previous successful producers from JLL & CBRE
- Leverage your existing book of business

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### Title: Operations Analyst

#### About this Job

This person is known to be highly organized and detail oriented. They find it easy to dive into large data sets and spend the necessary time to achieve their task accurately. Their friends would say they are a natural multi-tasker and thrive in a fast pace environment where things can change quickly. Ideally this person has a pulse on current events which may impact energy markets.

#### Objectives of this Role

- To support ECX's pricing desk to make it more efficient by taking over administrative and data entry tasks

### **Daily and Monthly Responsibilities**

- Digitizing utility invoices by entering paper invoices data into our database
- Assist pricing analyst with daily tasks such as data validation and entry
- Start and track RFP's utilizing our CRM

### **Skills and Qualifications**

- Proficiency in Excel / Google Sheets
- Excellent verbal and written communication skill
- 1-2 Years experience in data entry
- Detail oriented
- Very good time and data management
- Bachelor Degree is encouraged
- Experience in the energy space is also a large plus but not essential

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## **Energy CX Company Culture**

**Our culture is not for everyone.**

We believe in our team's personal growth. Everyone is provided with the resources to invest in themselves and realize their full potential. At Energy CX, we challenge one another to tackle complex challenges, work hard, innovate, and grow.

### **We have a shared and unique set of values**

**Customer Obsession - Deep Desire to Delight the Customer**

**Continuous Growth - Fail Forward**

**High Standards - Raise The Bar**

**Bias for Action - Don't Talk, Do**

**Radical Honesty - Share Your Thoughts**

**Effective Communication - Be Clear & Concise**

**Prioritization - Do What's Important, Not Urgent**

**Long-Term Thinking - Eat Your Vegetables**

**Resourcefulness - Be Independent**

**Discipline - Be Consistent**

**Focus - Dive Deep**

**Pursuit of Fulfillment - Be Your Best**

Our culture rewards personal growth and performance. Therefore, we are seeking exceptional individuals to join our incredible culture.