



## Analyst

Updated January 2016

Altura Associates, Inc. is a professional services firm focused on improving energy, environmental, and financial performance across all levels of an organization. We go beyond traditional consulting, using a people-centric approach designed to make immediate and lasting performance improvements.

Altura has deep expertise in deriving value from data systems, scaling from individual buildings to real estate portfolios. We leverage core skills in building commissioning, energy audits and analysis, engineering, facilitation, project implementation, training, and financial analysis.

Altura is actively seeking an individual with exceptional communications skills, strong problem-solving instincts, and demonstrated interest in the energy efficiency and/or green building industry. No specific work experience is required; however, it is highly recommended that applicants have some exposure to building construction, facilities operation, or building architecture/engineering.

### Scope & Responsibilities

- Perform outreach and on-going communications with a large volume of client facilities representatives regarding energy efficiency and environmental programs
- Collect, track, and analyze documentation of facility environmental performance and energy use data
- Maintain internal databases of project status and performance
- Work effectively as a member of an empowered, professional team
- Based in Irvine, CA office with flexibility over time to work from the San Francisco Bay Area, or remotely

### Required Qualifications

- Exemplary verbal and written communications skills and demonstrated client service attitude
- Bachelor's degree
- Critical thinker and problem-solver
- Effective working in a collaborative team environment
- Self-starter with natural intellectual curiosity
- Excellent technical writing skills

### Desired Qualifications

- Experience in building construction, facilities operation, or building architecture/engineering
- LEED AP, LEED Green Associate, or similar
- Desire to work in a startup environment with core values of empowerment, teamwork, and optimism

### Applicants

Please send cover letter and resume to [careers@alturaassociates.com](mailto:careers@alturaassociates.com). Please specify "Analyst position application" in the subject line.