



EnergyPrint, Inc
PO Box 14377
St Paul, MN 55114

Main 651.357.9100
Fax 651.357.9001
www.energyprint.com

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Job Title - Data Input Specialist

EnergyPrint

EnergyPrint is a Minnesota-based corporation, with a new data operations center in River Falls, WI specializing in using energy information to help identify and solve energy problems across buildings and portfolios. Our product is a first of its kind, macro level business tool launched nationally in 2010. We use a SaaS-based model (Software as a Service) to provide our customers energy cost, consumption and carbon analytics that empower better decision making across their portfolio.

Job Purpose

Insure monthly and new property utility data is entered into EnergyPrint.com with the highest level of accuracy and data integrity possible. Insure achievement of data input schedule and performance goals.

Requirements

- Accountable for individual and team goals related to monthly billing input schedule and accuracy
- Input monthly property utility data
- Input 3 year utility histories for new properties
- Request and follow through with utility company data inquiries as directed
- Escalate data issues or input inconsistencies to proper personnel
- Assist in resolution of data issues where possible
- Additional tasks as requested

Note - Portions of this position may be eligible to be completed off-site and with flexible work hours. If so, this case, computer and high speed internet connection would be required to be provided by employee.



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Skills/Qualifications

- 10 key accuracy and speed
- Proficiency in Excel and other basic Microsoft applications
- Ability to multi-task and adapt in an entrepreneurial environment
- Ability to prioritize based on team objectives
- High energy, strong work ethic and ability to thrive in a self-directed environment
- Illustration of EnergyPrint's business values: (Innovative, Disciplined, Savvy, Practical and Truthful)

For more information or to apply, please submit a cover letter and resume to:

Mike Williams
Vice President Enterprise Operations and Innovation
Mike.williams@energyprint.com
651.357.9019