

Executive Assistant

Location: Alpharetta, GA

ABOUT FLUENCE

Fluence, a Siemens and AES company, is the global market leader in energy storage technology solutions and services, combining the agility of a technology company with the expertise, vision and financial backing of two well-established and respected industry giants. Building on the pioneering work of AES Energy Storage and Siemens energy storage, our goal is to create a more sustainable future by transforming the way we power our world. Providing design, delivery and integration, Fluence offers proven energy storage technology solutions that address the diverse needs and challenges of customers in a rapidly transforming energy landscape.

Fluence currently has more than 2.4 gigawatts of projects in operation or awarded across 24 countries and territories worldwide. We topped the Navigant Research utility-scale energy storage leaderboard in 2018 and were named one of Fast Company's Most Innovative Companies in 2019. In 2020, our sixth-generation Tech Stack won Commercial Technology of the Year at the 22nd annual S&P Global Platts Global Energy Awards.

Leading

Do others come to you for your subject matter expertise? Are you excited by the challenge of working in a start-up atmosphere with a purpose?

The Executive Assistant/Office Manager will provide executive administrative support to four key Fluence leaders and will work in conjunction with other Fluence administrative support roles to enable the productive operation of the office as a whole. This role will provide direct administrative support to the Americas Sales, Finance, Project, and Project Legal leaders including schedule management, meeting coordination, travel and expense management and coordination with internal and external contacts. The EA/OM will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. He/she is responsible for developing intra-office communication protocols, streamlining administrative procedures, and inventory control.

Responsible

Fluence is defined by its unwavering commitment to safety, quality, and integrity. We take personal ownership in what we do, developing trust in our relationships with internal and external stakeholders. We firmly believe in having honest, forthcoming, and fair communications. In this role you will:

- Manage multiple complex calendars
- Coordinate travel and expense management
- Manage scheduling for staff & project meetings and record minutes
- Ability to understand assignments and complete them with little to no follow up
- Project manage and enhance the creation of Power Point presentations to support executive and board reporting
- Able to handle multiple tasks concurrently and use own time to save time for others
- Gather and file all paperwork including NDAs and project legal correspondance
- Manage the day-to-day office operations, office cleanliness, and order office supplies as needed
- Meet and greet visitors
- Distribute mail and FedEx deliveries
- Provide essential support by serving as key point of contact, coordinating meeting logistics, communications and materials
- Notarize and apostille documents
- Other administrative duties as needed

Agile

Here at Fluence, we strive to continuously improve, be intellectually curious and be adaptive to our customers and employee's needs. Collaboration is key, both in our partnerships with our customers, and with each other. Fluence prioritizes the most critical efforts that allow for the greatest impact. As a qualified candidate you:

- Associates or bachelor's degree
- Ability to handle administrative details independently, while keeping team members adequately informed
- Robust computer skills including Excel, PowerPoint, Visio, Salesforce, PowerBI.
- Ability to prioritize and handle multiple assignments at any given time
- Excellent organization, planning, time management and problem-solving
- Proven track record of meeting or exceeding goals
- Ability to deliver results under pressure and take ownership of assigned tasks
- Capability to manage multiple demands and competing priorities
- Excellent written and verbal communication ability with strong relationship building skills

- Demonstrate the ability to handle confidential information with discretion, prioritize work to deliver outcomes, and exercise good judgment.

Fun

Working on transforming a fundamental part of our society is exciting and fulfilling. It requires creativity, diversity of ideas and backgrounds, and building trust to effect change and move with speed. We respect our coworkers and customers. We listen to what others have to say, and we are inclusive.

Fluence is the leading global technology provider in the rapidly growing energy storage space. We are seeking an energetic, organized, and collaborative individual for this newly created role.

GET IN TOUCH

Please send your resume and cover letter to careers@fluenceenergy.com.

Fluence IS AN EQUAL OPPORTUNITY EMPLOYER and fully subscribes to the principles of Equal Employment Opportunity to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, marital or familial status.