



Energy Profiles Limited

## Data Integrity and Support Analyst

### About EPL

At EPL, we quantify changes to the use of our earth's resources, so we can help our clients make better decisions for our world.

We help our clients improve both their environmental performance and their bottom line while at the same time providing independent, impartial strategic guidance. Our clients include some of the largest public and private companies in Canada, collectively representing approximately 2.5% of national electricity use.

We have built our reputation on doing things *really well*. We have a bright, talented, and engaging team with a lot of passion for what we do: helping large energy users across North America reduce their energy/carbon footprints and quantifying energy costs.

### The Role

We are searching for a high energy new or recent graduate to join our Data Integrity and Support Team. This person would be given the opportunity to contribute in several areas, with a view to growing into a larger role with the EPL over time. A steep learning curve is anticipated. Initial contribution areas include:

- Liaise with clients in their site set-up, web portal activation, and reporting.
- Support with ongoing maintenance of client and account info
- Continuously work with utility providers to maintain accurate billing and consumption data.
- Using data processing tools to maintain integrity of incoming data.
- Loading data from spreadsheets and other sources into our database, managing data flow and troubleshooting issues.
- Performing regular data verification checks and updating utility rates
- Staying on top of regular procedures to ensure nothing 'slips through the cracks'.

If you are sharp, capable, nice, and are the type of person that makes sure that their work can be trusted, then EPL might be a great fit for you.

## **About You**

Intelligence and high energy levels are of great value; just as important is a determination to overcome obstacles and solve challenging problems. Excellent client service and relationship building skills are critical to everyone's role at EPL.

We are open to capable graduates from various programs of study, provided you are good with numbers and are interested data management and analytics. A background in environmental science and/or sustainability would be considered an asset but is not a requirement.

Strong computer skills are required, particularly with Microsoft Excel, and experience with SQL is an asset. The ability to work on multiple projects simultaneously is essential and demonstrated experience as a valued member of a successful team in any sphere would be very beneficial.

It is important that the applicant can communicate professionally, clearly and efficiently; both verbally and using email. As we have clients across North America, fluency in French would be an asset, but is not mandatory.

## **What to expect**

**People are the most important part of our company.**

We have found that exposure to different parts our business, systems, and processes is essential in developing our team members' capabilities and careers. The success of our people drives the success of our company. Each team member's specific role evolves based on their interests, aptitude, and business needs throughout their rotations.

EPL team members also receive:

- Unlimited Vacation & Flexible Work Hours (truly own your time)
- Healthcare & Dental Benefits
- Health & Wellness Credit
- Regular Team Events
- Work with a dynamic team of like-minded people and clients.

## **Application Requirements**

The person we seek is a capable individual who is looking for an opportunity to shine. They may or may not have relevant experience per se; we believe that we can teach the technical details to a capable individual. With this in mind, please detail all quality experience, be it at work, in sports, or any other sphere, in your resume and cover letter.

Kindly submit your cover letter, resume and unofficial transcript electronically to [mpeddle@energyprofiles.com](mailto:mpeddle@energyprofiles.com).