



Continental Wind Power is based in Carpinteria, Santa Paula and Oxnard/Ventura, California. The company has assembled an impressive team of engineers, project developers, and consultants and has several wind projects in development in California. We have expertise in turbine design, electrical engineering, energy policy, and financing. In the world today, we face many problems caused by our excessive burning of fossil fuels. Continental Wind Power is taking action on these issues and celebrates the recent efforts by the global community to work intelligently, quickly and creatively to find better ways to supply the energy that society needs, so that we can preserve the planet's natural resources.

Join our dynamic team and help make a difference in the community.

Administrative Support and Human Resources Coordinator

Personal Attributes Essential for Success at Continental:

- A collaborative style and “can do” attitude
- Comfortable with a fast-paced, rapidly changing environment
- Ability to make informed decisions quickly
- Passionate and enthusiastic about alternative energy
- Integrity and accountability

Purpose of Position:

To provide clerical and administrative support for the Human Resources Department and Continental Wind Power staff.

Desired:

- Superior organizational skills: organized, efficient, productive, and able to meet deadlines, as well as manage multiple, complex projects.
- Able to plan meetings, events, and manage electronic calendars. Comfortable communicating with executive leaders.
- The ability to remain calm under pressure while working in an environment where multiple projects, events, and deadlines are part of the daily routine.
- The ability to make independent judgments and take action with limited direction, while also working in a very collaborative manner with all members of the Organization Development and Training Team, as well as with customers and internal stakeholders, is essential in this role.
- Familiarity with Continental Wind Power's mission.



- Poised and professional manners, excellent customer service, communication, and problem-solving skills.
- Bilingual in Spanish and English preferred.

Requirements:

- MUST have very strong computer skills, including advanced proficiency in Microsoft Office programs, Internet research, use of email, scanning and attachments, and the ability to quickly learn new software. Experience with Excel a plus.
- Strong organizational skills with the ability to multi-task, careful attention to detail, and proficient in tracking data and performing reporting functions.
- Ability to promote and maintain a calm and welcoming atmosphere in the reception and HR office.
- Clear and concise written and verbal communication skills. Light editing and proofing skills desired.
- Friendly, energetic personality.

Education:

- Associate's or Bachelor's degree preferred in human resources, employee development, social studies, or related field.
- 2-4 years experience in an administrative function within a corporate environment.
- Capacity to maintain confidentiality and work independently in support of the department.

Pay Rate: \$12 - \$16 per hour depending upon experience.

Full time or Part Time

To Apply for this Position: Please email a cover letter and resume in PDF to: hr@continentalwindpower.com. Or, you can mail your resume and cover letter to:

Continental Wind Power, Inc.
Attn: Admin/HR Position
1090 Eugenia Place, Suite 200
Carpinteria, CA 93013

You can also send your resume by Fax to: (805) 618-1800. No phone calls please.
www.ContinentalWindPower.com



Detailed Job Description:

- Customer service, responding to phone calls, emails, and inquiries from clients and staff.
- Use the tools and resources to work with the executive team to improve the quality and timeliness of hires in order to achieve performance management goals.
- Start on the path to learn about the wind industry and Continental's staffing needs, working directly with hiring managers and recruiters to help write job descriptions for positions opening and to help develop tactical plans for recruitment efforts.
- Sets up appointments, meets job applicants, organizes information, and routes applications to appropriate hiring personnel.
- Responsible for inputting data, running reports, and setting up new databases as needed.
- To grow further in the position, learns about the wind industry in order to be able to recognize wind-industry related skill sets from job applications for input into computer systems.
- Maintain all Human Resource Associate files and coordinates with staff to ensure compliance with HR standard operating procedures and legal requirements.
- Responsible for filing, maintaining employee files, managing the orderliness of office supplies and equipment. Insures all associated paperwork has any required signatures.
- Collects, sorts, and distributes office mail. Maintains bulletin boards with important employee information.
- Works with the Continental team on special projects as assigned.

Pay Rate: \$12 - \$16 per hour depending upon experience.

To Apply for this Position: Please email a cover letter and resume in PDF to: hr@continentalwindpower.com. Or, you can mail your resume and cover letter to:

Continental Wind Power, Inc.
Attn: Admin/HR Position
1090 Eugenia Place, Suite 200
Carpinteria, CA 93013

You can also send your resume by Fax to: (805) 618-1800. No phone calls please.
www.ContinentalWindPower.com