



CLOCworks mission is to **combat climate change!**

Our mantra is ***“Innovate to Improve the World”***

CLOCworks **empowers businesses** to **lower electric bills, improve energy efficiency, and reduce carbon footprint!**

Job Identification

Job Title: Client Services Specialist

Job Location: Madison, WI

Job Classification: Full Time – Exempt

Date: November 2021

Primary Purpose

Manage ongoing client relationships, deliver CLOCworks data-as-a-service

Essential Functions & Responsibilities

- Manage new client onboarding for CLOCworks installations
- Work with clients to drive electric bill savings, energy efficiency, and reduce carbon footprint
- Produce monthly reports for clients
- Analyze client data
- Deliver client product feedback

Required Education, Systems, Experience, and Specific Job Related Skills

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|----------------------|--|
| Education | 2 year secondary / Bachelor’s Degree |
| Experience Required | Client facing work experience |
| Experience Preferred | Client facing + Project Management experience |
| Abilities | <ul style="list-style-type: none"> • Positive attitude • Good listener and works well in team environments • Curious / adaptable / life long learner • “Do whatever it takes” attitude |
| Work Activities | <ul style="list-style-type: none"> • Primary office in Madison, Wisconsin • Remote work options |

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related duties as assigned by immediate supervisor and other management as required.

Please email resumes to: **jobs@CLOCworks.com**