



Job Title: Utility Rules Analyst
Department: Operations
Reports To: Director of Operations

COMPANY OVERVIEW

Leave the shirt & tie routine at home and come work for a progressive energy services company offering natural gas and electricity services across the country. The energy industry is booming and XOOM is growing right along with it. The fact is, when you join XOOM Energy, the opportunities for professional and personal development have very few boundaries. We're looking for individuals that are **ready** for a challenge, **willing** to jump in and be a team player and **able** to make a difference.

JOB DESCRIPTION

This position will be responsible for the day to day research and verification of utility guidelines as related to internal company wide process flows.

ESSENTIAL FUNCTIONS

- Staying abreast of changes to regulatory requirements and utility business rules
- Work with all internal functional areas (Supply, Sales, Finance, Regulatory, Customer Care and Marketing), to ensure optimal operations in each market
- Interface between the company and its utility partners in a pre-defined set of operational markets
- Maintain the company's knowledgebase with all utility and business rules
- Research market rules to validate or enhance process flow
- Manage corporate projects as the need arises and other duties as assigned
- Coordination of task/work request management within billing system internally

KNOWLEDGE, SKILL SET & QUALIFICATIONS REQUIRED

- Direct experience with some combination of the following disciplines – Deregulated Energy Sales/Support, Customer Service Management, Vendor Management, Public Service Commissions, Regulation and Deregulation, Billing, Outsourced Operations
- College Degree – Masters preferred
- 2 – 5 years in a relational position with an energy, telecom, VoIP, computer, wireless or comparable technology company
- Highly developed computer literacy skills including Excel, Visio, PowerPoint, and Access
- Excellent oral and written communication skills
- Demonstrable track record of accomplishments in the area of relationship management
- Influence others
- Build positive relationships with people at various levels within an organization (internally and externally).
- Present well verbally and in writing
- Present and communicate technical information in layman's terms

XOOM Energy is an Equal Opportunity Employer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required.



- Present and portray data graphically
- Using a report writing tool, write reports necessary to assess the performance of and manage the vendors
- Manage multiple tasks and deliverables at one time

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please send your resume to xoomcareers@xoomenergy.com

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