

DATA AND OPERATIONS SYSTEMS MANAGER

At Paradigm Energy Services, we're on a mission to make buildings better and improve lives through innovative energy efficiency solutions. We're looking for a **Data and Operations Systems Manager** who is eager to apply their skills to streamline our workflows, integrate systems, and develop data-driven insights that drive real-world impact. This role offers an exciting opportunity to independently shape the future of our operations while being part of a growing, entrepreneurial team committed to making a difference.

About Paradigm

Americans spend 90% of our lives inside buildings. Buildings directly impact our quality of life. Paradigm makes them better by reducing energy use, decreasing carbon emissions, and improving overall resident comfort and experience. We leverage utility incentives to install building technology that makes buildings better. We focus our work on low- and moderate-income communities to ensure a just energy transition. We have been in over 125,000 homes and apartments and received over \$110,000,000 of utility incentives for our clients.

At Paradigm, we thrive in a startup mentality, where innovation and ownership drive our success. Our team is united by a shared commitment to delivering premium experiences and measurable results for stakeholders. We value individuals who bring fresh ideas, a solutions-oriented mindset, and the drive to chart their own path while contributing to the growth of the company. Expect to flex your strategy and implementation muscles in this role!

We focus on improving lives by making buildings better—and our belief in doing things right, treating people with dignity, and continuously evolving drives everything we do.

About the Role

This role is designed for an individual who is excited to make an independent impact and guide Paradigm toward a more data-centric future. As the expert in data systems, you'll lead efforts to build efficient workflows, design integrated tools, and uncover valuable insights—all while keeping an eye on the transformative potential of artificial intelligence and machine learning. This role requires hands-on problem-solving and the ability to collaborate across departments, making you a central figure in Paradigm's ongoing growth.

What You'll Do

- **Data System Development & Integration:**
 - Build and manage a centralized data infrastructure that serves as the single source of truth for project and operational information.
 - Implement scalable systems that balance current needs with future innovation, ensuring they support AI and ML applications.
 - Integrate data pipelines and tools that enhance accessibility and reliability.
- **Workflow Optimization:**
 - Identify inefficiencies in current processes and implement tools, templates, and strategies to improve execution.
 - Optimize workflows with an eye on automation and long-term scalability.
- **Data Analysis & Reporting:**
 - Analyze key performance metrics to deliver actionable insights that drive business strategies.
 - Develop dashboards and visualization tools to provide real-time updates on performance indicators.

- **Cross Department Collaboration:**
 - Partner with teams across the company to understand their needs, deliver technical support, and provide tailored data solutions including sales, marketing, project development, project management, and finance.
 - Offer guidance, training, and documentation to ensure team members are empowered to use data effectively.
- **Stay Ahead with AI:**
 - Leverage knowledge of machine learning, artificial intelligence, and emerging tools to ensure the infrastructure can accommodate cutting-edge advancements.
 - Identify opportunities where AI can enhance operations or unlock new efficiencies.

What We're Looking For

We're seeking a forward-thinking candidate with:

- **Experience:** 4+ years in data management, operations, or process improvement. A background in building scalable systems and an understanding of data integration, pipelines, and automation is highly valued.
- **Technical Skills:** Proficiency in Python, data visualization tools, and cloud-based data systems. Experience with AI, machine learning, and automation tools.
- **Education:** Bachelor's degree in computer science, data science, engineering, business analytics, or a related field.
- **Problem-Solving Ability:** Strong analytical mindset with the ability to turn complex challenges into innovative solutions.
- **Communication:** Excellent written and verbal skills to explain technical concepts and collaborate with non-technical team members.
- **Mindset:** A self-starter with the drive to shape their role, make an impact, and help Paradigm build toward a smarter, data-driven future. Able to be strategic and roll up your sleeves to make the ideas a reality!

Why Paradigm?

By joining Paradigm, you'll find an entrepreneurial culture that rewards initiative, values ownership, and celebrates innovation. Here's what's in it for you:

- **Meaningful Work:** Play a pivotal role in shaping our operations and influencing our strategic direction.
- **Growth Potential:** Develop your skills in a dynamic environment where you'll have the autonomy to experiment and the support to succeed.
- **Competitive Compensation:** Salary based on experience, with benefits including health, vision, and dental insurance, 401(k) matching, a cell phone stipend, and annual bonus potential.
- **Collaborative Environment:** Join a team that values mutual respect, accountability, and professional development.

Our Culture

We have a culture of accountability to both professional goals and personal development. We deliver a premium experience to all project stakeholders by staying committed to the simple belief that everyone deserves to be treated with dignity while improving the quality of life for those we serve.

Our core values guide us:

- Treat everyone with dignity
- Take the time to do it right
- Be impeccable with your word
- Always do your best
- Don't make assumptions
- Don't take things personally

We know you've probably never worked at a place quite like this—and we're excited to meet people who want to thrive in a unique and rewarding work environment.

Compensation:

- Compensation salary range, depending on experience.
- Health, vision, dental insurance
- 401K matching plan
- Cell phone stipend
- Bonus pool participation

To Apply:

- Send resumes (cover letters optional) to: careers@paradigm-esco.com
- Answer two questions about yourself. [USE THIS LINK, CLICK HERE](#) or scan the QR code.

