

Account Administrator Interview Questions

1. Describe methods you have found useful to research and recommend new products or services, such as alternative energy sources or renewable energy credits.

2. Name a time where you prepared and sent requests for price quotations to all energy companies in a particular market.

3. Tell me how you monitor energy supply contracts to ensure proper implementation and execution by suppliers.

4. Walk me through how you analyze and evaluate energy supply bids to determine the best options.

5. What is the most challenging part of monitoring the flow of energy in response to changes in consumer demand?

6. What is the key to success with facilitating the delivery or receipt of wholesale power or retail load scheduling? Share an example.

7. Describe methods you have found effective to develop or deliver proposals or presentations on topics such as the purchase or sale of energy.

8. Explain your way of analyzing customer bills and utility rate structures to select optimal rate structures for customers.

9. Explain how you price energy based on market conditions?

10. What kind of experience do you have negotiating prices or contracts for energy sales or purchases?

11. What is the secret to forecast energy supply and demand to minimize the cost of meeting load demands and to maximize the value of supply resources?

12. What is the most challenging part of explaining contracts or related documents to customers? Share an experience.

13. Name a time where you educated customers and answered customer questions related to the buying or

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selling of energy, energy markets, or alternative energy sources.

14. How creative are you when creating product packages based on assessment of customers' or potential customers' needs? Share an example.

15. Walk me through how you contact prospective buyers or sellers of power to arrange transactions.

16. Tell me about the last time you purchased or sold energy or energy derivatives for customers.