



Job Description for Electric Projects Coordinator

BASIC REQUIREMENTS:

- Two-year degree preferred or relevant experience
- Three or more years of office related experience preferred
- Competent in computer / windows-based applications - especially Microsoft Office (well versed in Excel & Access preferred)

POSITION DESCRIPTION:

The successful applicant for this position will serve as a long-term Contractor for our local Electric and Gas Utility.

The major responsibilities for this position will include a variety of office duties related to the maintenance and upkeep of internal databases; assisting Designers in various capacities to help them complete their projects and service their customers; and maintain the status of multiple projects in the established tracking systems. Duties might also include occasional meetings with Clients, Customers, or Contractors in the office or the field.

ADDITIONAL INFORMATION:

Ops Plus offers a competitive wage rate, growth opportunities, and a comprehensive benefit package.

BENEFITS INCLUDE (exclusion periods may apply for some benefits):

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| • Health | • Paid Holidays |
| • Dental | • PTO accrual after 90 days |
| • Vision | • 401(k) with matching |
| • Company paid Short Term Disability | • Other voluntary benefits including Long Term Disability, Additional Life & AD&D |
| • Company paid Basic Life & AD&D | |

Pre-employment requirements include background, drug and alcohol, and driving record check.

Opportunity for advancement.

Starting salary: \$18- \$22 per hour (depending on experience)