



OFFICE ADMINISTRATIVE ASSISTANT

ABOUT USDI

Utility Safety and Design, Inc. (USDI – www.usdi.us) provides professional engineering and design, consultation, construction, and operational services for owners and operators of natural gas facilities, including transmission operators, municipalities, master meter operators, and local distribution companies. *We've built our reputation as a flexible partner.* Since 1969 we've served more than 350 systems across the Midwest – some with a single service, others as professional engineers, and still others as operator of record. USDI provides full-spectrum natural gas solutions through 1) up-front consultation, 2) strategic engineering and design, 3) affordable construction services, and 4) total operational support.

JOB SUMMARY & ESSENTIAL FUNCTIONS

USDI is currently seeking two (2) Administrative Assistants to perform clerical tasks and provide administrative support to management, engineers, and other staff to ensure efficient operation of the offices. The job will encompass various aspects of office administration and daily assistance with invoicing, job sheet preparation, compliance documentation, inventory, and collaboration with other USDI offices. Work will be performed primarily in an office setting, but may, on occasion, be performed on-site at the clients facilities. All work must conform to company procedures, as well as requirements of state and pipeline safety regulations, where applicable.

The individual will be responsible for tasks including, but not limited to:

- Provide administrative support to management, engineers, field personnel, and clients on a daily basis
- Manage office-related tasks
- Collaborate amongst other USDI offices to ensure consistency throughout the company
- Ensure accuracy and timeliness of information flow between offices
- Provide support and maintenance of electronic documentation and records, including plans and manuals
- Provide administrative support for various company programs, including Operator Qualification (OQ) and 192 GIS
- Provide professional, polite, and accurate assistance to clients
- Maintain accurate filing/storage of compliance records and documentation
- Understand, review, and comply with company procedures and applicable state and federal pipeline safety regulations
- Work independently and as part of a group on various projects
- Assist in tracking inventory and performing end of the year reports



MINIMUM QUALIFICATIONS

- High School Diploma (or equivalent) required
- Proven administrative and/or assistant experience preferred
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint
- Intermediate to advanced skills in Adobe Acrobat
- Possess strong written and verbal communication skills
- Strong organizational skills: Detail and task oriented
- Basic accounting skills
- Maintain a positive work atmosphere through effective interactions and communications with co-workers, management, and clients
- Maintain a safe environment for co-workers and clients
- Must possess a valid driver's license and a good driving record
- Able to pass a background and driving check, employment history, and drug screening

BENEFITS

USDI offers an excellent benefit package and a salary that will be commensurate with the level of experience, skills, and ability possessed by the candidate. USDI benefits include the following:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short and Long Term Disability Coverage
- 401(k) Retirement Savings Plan

USDI OFFICE LOCATIONS

Shelbyville, Kentucky

Pittsboro, Indiana

SUBMIT RESUME TO

Shelbyville Kentucky Office
Jason Brangers, P.E.
jason@usdi.us

Pittsboro Indiana Office
Andrew Brittenham, E.I.T.
abrittenham@usdi.us