



■ UTILITY SAFETY & DESIGN, INC. ■

## **ADMINISTRATIVE ASSISTANT**

### **ABOUT USDI**

Utility Safety and Design, Inc. (USDI – [www.usdi.us](http://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. Whatever your natural gas needs, USDI is your full-service partner. Since 1969 we've served more than 500 pipeline, master meter, municipal, and utility systems across the Midwest – some with a single service (such as leak surveys, cathodic protection surveys, regulator station inspections, and plan development and implementation), others as professional engineers, and still others as the operator of the 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 seeking an Administrative Assistant at our headquarters in Olney, IL where you'll be at the forefront of administrative support, client liaison, and coordination. This role is perfect for individuals who thrive in a fast-paced environment and excel at multitasking. The person will be responsible for tasks including but not limited to:

- General office duties including client support, record-keeping, and supply management.
- Managing schedules and compliance-related tasks.
- Receiving phone calls and routing callers to the appropriate party.
- Using a computer and software to generate reports, and assist personnel with gathering information.
- Assist Accounts Receivable and Accounts Payable, as needed.
- Maintain polite and professional communications with coworkers, management, and clients with a positive work atmosphere
- Anticipate the needs of others in order to ensure their seamless and positive experience
- Maintain a safe environment for co-workers, clients, and the public through adherence to established safety standards and timely reporting of potential hazards

### Qualifications

- High School Diploma (or equivalent) required
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint
- Intermediate to advanced skills in Adobe Acrobat
- Proficiency in Accounting related tasks, a plus.
- Proficiency in Salesforce, a plus.
- Notary Public certification, a plus.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Previous experience in a similar administrative or office manager role preferred.
- Maintain a high level of professionalism
- Calm in stressful situations or when dealing with difficult customers
- 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 benefits package and compensation that will be commensurate with the level of experience, skills, and abilities 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
- Paid Time Off (PTO)

### **USDI OFFICE LOCATION**

Olney, IL

### **SUBMIT RESUME TO**

Human Resources  
hr@igcservices.net