



## **Engineering Services Coordinator**

### **Regular Full Time - Non-Exempt**

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#### **Definition**

Responsible for coordinating office services and related activities as it relates to the Engineering Department of the Mount Laurel Township Municipal Utilities Authority.

#### **Examples of Work**

- Receive and respond to correspondence as directed
- Maintain Filing System and Database
- Investigate and update the status of on-going projects
- Coordinate and track department tasks as directed
- Present information and respond to in-person, fax, phone and/or email inquiries
- Complex administrative work

#### **Requirements**

- Intermediate proficiency in Microsoft Outlook, Word, Excel, and PowerPoint required
- Excellent verbal and written communication skills required
- Ability to take on new assignments and learn new skills to support role and department
- Possesses appropriate verbal and written communication skills
- Excellent interpersonal skills to interact with public
- Ability to present information and respond to In-Person, fax, phone and/or email inquiries
- Have excellent multitasking skills
- Excellent writing and proofreading skills
- Positive attitude, strong work ethic, strong sense of professionalism, and the ability to work within a team
- High school diploma or equivalent
- 3+ years of administrative/coordinator experience

#### **Preference**

- Experience or working of the water/wastewater field
- Understanding of recording financial transactions
- Familiarity with GIS

#### **Physical Requirements**

- Will be working in an office environment from 8:00 am to 4:30 pm Monday through Friday.
- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment

*The physical activities described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title.*