

ENGINEERING CO-ORDINATOR

ST. JOHN'S – CLOSING DATE: FEBRUARY 25, 2021

REFERENCE NUMBER: NPJP-2021-31958

Are you ready to explore an exciting career in a fast-paced, high-performance environment?

If you are seeking a challenging and rewarding career with room for continuing advancement and a competitive compensation package, have we got an opportunity for you! We are looking for a highly motivated team player with an excellent work ethic, and effective interpersonal and analytical skills.

As a valued member of our Engineering team, your responsibilities will include: administration of the municipal taxes and commercial leases for Company properties; administration of the Engineering Department's Health, Safety and Environmental corporate management systems including the development of annual schedules and progress reports for training, work observations, contractor and vehicle inspections and safety meetings; maintaining the Company's files related to property records including preparing, registering and storing of easement documents; developing and maintaining the Department's document management process; providing clerical support for the Department including regulatory filings such as the annual capital budget application, time sheet processing, coordination of meetings; and, other duties as required.

Your qualifications include a two-year Office Administration Certificate (Records and Information Management). You are proficient in the Microsoft Word, Excel and PowerPoint. You have excellent oral and written communication skills, strong organizational skills and the ability to support a multi-disciplined department.

At Newfoundland Power, we accept and celebrate our differences. We are committed to fostering an inclusive and diverse workplace which reflects the communities we serve. A place where everybody is able to bring their whole selves to work and reach their full potential. We strive to ensure each team member feels valued, respected and supported.

We encourage applications from diverse candidates and will provide support to applicants during the recruitment process. If you require accommodation for any reason during the interview process, please let us know your needs which will be kept in confidence.

Apply online at newfoundlandpower.com/en/About/Careers/Career-Opportunities. We thank all applicants for their interest but only those selected for an interview will be contacted.



**WHENEVER. WHEREVER.
We'll be there.**

NEWFOUNDLAND
POWER
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