

**Job Title:** Utility Admin Support - Full Time, Working Hours 7 AM – 3:30 PM

**Job Duties and Responsibilities:**

- Partial responsibility for answering shared office phone and directing calls
- Attend and contribute to weekly outdoor meetings with all team members
- Participate in annual onboarding and additional training as required
- Learn and adhere to state and local damage prevention guidelines
- Prepare excavation locate requests through Miss Utility ticketing system
- Accurately enter data on billing and reporting tasks, internally and with stakeholders
- Monitor and report on status of open jobs and pending tasks to leadership
- Collaborate with Foreman to dispatch jobs to crews
- Additional duties as assigned by supervisor

**Recommended Experience:**

- Proficiency in Microsoft Office products and using computer
- Bookkeeping experience is preferred

**Additional Considerations:**

- Candidates should have reliable transportation to work
- Candidates should be able to pass background check & pre-employment drug screen