



Employee Requisition Form

Position to Be Filled: MAINT/ENG COORDINATOR

Responsible: for providing clerical and office assistance to the Engineering Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and/or creates files or record keeping systems. Sorts, labels, files, and retrieves documents, or other materials.
- Copies and collates documents, sends faxes and performs similar office tasks.
- Receives calls and/or greets/assists visitors, takes and relays message, responds to request for information; provides information or directs calls/visitors to appropriate individuals.
- Prepares, issues, and sends out receipts, bills, policies, invoices, and statements relating to Department.
- Operates office machines, such as Word processor, calculator, and duplicating machines.
- May take dictation.
- Maintains and manages Department wide work order system.
- Maintains and enters all data for Department.
- Perform departmental typing.
- Prepare reports as needed by department.
- Attend department meetings as scheduled.
- Handle duties assigned by department manager.
- Must be able to maintain confidentiality regarding all matters that occur in the workplace.
- Comply with all departmental policies, procedures, and directives.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- Any other duties as assigned.

Reports To: Engineering Manager

Approximate Hours: Full time

