

## Support Data Analyst – Natural Gas

### Education/Experience

- Associates or Bachelors is beneficial but not required
- or 3-5 years' experience in technical office setting

### Salary

- Negotiable and commensurate with applicable experience

### Responsibilities

Researching natural gas legacy documents, determining validity of document research, compiling data and providing final documentation. Generating process documents for new projects. Successful applicant must be able to demonstrate experience or skills in the following areas:

- Proficient in Microsoft Office – Excel, Word & Outlook
- Microsoft Access is preferred but not required
- AutoCAD or GIS is preferred but not required
- Assist division engineers with projects
- Experience with natural gas systems is a plus but not required
- Must be detail oriented and organized
- Self-starter able to work independently and collaborate in a group setting.

