

Support Data Analyst – Natural Gas

Education/Experience

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

Salary

- Negotiable and commensurate with applicable experience

Responsibilities

Researching natural gas legacy and contemporary documentation, determining document quality and completeness, compiling data, creating finalized workbooks for GIS entry. Successful applicant must be able to demonstrate experience or skills in the following areas:

- Proficient in Microsoft Office 365 – Excel, Word & Outlook
- Experience in AutoCAD and GIS preferred
- Working knowledge of record database search and analysis
- Assist Integrity Management Engineers with ad-hoc projects and research
- Experience with natural gas systems and construction As-Built interpretation is a plus but not required
- Data entry, clean-up and QA/QC
- Must be detail oriented and organized
- Self-starter able to work independently and collaborate in a group setting.
- Ability to clearly communicate verbally, written, and graphically