

## Data Miner – Natural Gas

### Education/Experience

- Associates or Bachelor's is beneficial but not required
- Experience in professional office setting

### Salary

- Negotiable and commensurate with applicable experience

### Job Description

Research natural gas legacy and contemporary documentation, determine document quality and completeness, compile data, create finalized workbooks for GIS entry. Assist Integrity Management Engineers with ad-hoc projects and research. Successful applicant must be able to demonstrate experience or skills in the following areas:

### Desired Skill Set:

- Proficient in Microsoft Office 365 – Excel, Word & Outlook
- Experience in AutoCAD and GIS preferred
- Working knowledge of record database search and analysis
- Experience with natural gas systems and as-build construction document 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