



Operations Support Specialist

Summary/Objective

EDM International Inc. is seeking an Operations Support Specialist role to support day-to-day business functions through a variety of tasks related to administration, organization, coordination, reporting, and communication to ensure workflow is accurate, streamlined, and efficient. This role will primarily support the Inspection Services business sector of EDM and may collaborate with the Corporate Administrative Team to provide general administrative support as needed.

Essential Duties and Responsibilities:

- Client-facing communication.
- Project coordination and reporting.
- Maintain scheduling.
- Set appointments, drive to destinations, and autonomously complete tasks outside the office.
- Coordinate travel arrangements.
- Monitor time entries for client reporting.
- Provide face-to-face onboarding and training.
- Maintain and communicate safety and training requirements, records, and reports.
- Assist with fleet coordination for dedicated vehicles.
- Manage and maintain employee fuel cards.

Qualifications/Education/Experience:

- Minimum 2 years of experience in an operational or administrative role.
- Operational or administrative experience in construction or utility industries preferred.
- Ability to read and understand construction drawings and blueprints preferred.
- High School Degree or equivalent.
- Familiarity with field mobile applications (e.g., ArcGIS, Field Maps, etc.) preferred.
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint).
- Strong aptitude for technology.
- Excellent verbal and written communication skills.
- Highly organized with attention to detail
- Self-motivated

Competencies:

- Results Driven
- Approachability
- Adaptability & Dealing with Ambiguity
- Communication
- Team Building
- Decision Making
- Technical Orientation



Supervisory Responsibility: None

Position Type/Expected Hours of Work:

- This is a full-time non-exempt/hourly plus discretionary bonus position.

Work Environment:

- This role operates in a professional office environment as well as in the field. The employee must be able to sit for long periods of time and have sufficient physical ability and mobility to travel and work alone in outdoor field environments including those in remote locations as well as urban/city environments. Field work may include walking/hiking three or more miles a day on various surfaces including flat, dry, wet, slippery, uneven, rough, steep terrain, hills, and slopes, standing, sitting, stooping, bending, kneeling, crouching, reaching, twisting, grasping and making repetitive hand movement in the performance of daily duties. This role can include exposure to noise, dust, grease, and all types of weather and temperature conditions, exposure to hazardous traffic conditions, carrying, pushing and/or pulling light to moderate weights up to 50 pounds as well as operating assigned equipment and vehicles. Employee must have the ability to verbally communicate to convey and exchange information and the ability to see and hear in normal range with or without correction.

Other Duties:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor. This job description reflects the general current needs of the position and may change at any time with or without notice to accommodate the needs and growth of the company.

Salary Range: \$25 - \$35 per hour

Benefits Include:

- Health Insurance (Medical, Vision, and Dental)
- STD / LTD/ Life Insurance
- 401(k)
- Paid Leave (Holiday, Vacation, Sick, etc.)
- Wellness Program
- Development Opportunities

Special Requirements - Pre-employment checks will require satisfactory results of the following screens:

- Background Check
- Motor Vehicle Driving Record
- Drug Test (including controlled substances)
- Education and Employment Confirmation
- Reference Checks

About EDM

An employee-owned corporation, we're a fun, smart, and talented group of people who genuinely enjoy our work and make a difference! Whether it's engineering, asset management, geospatial, wildfire mitigation, or environmental solutions, we support our utility clients in positive and innovative ways, to contribute to society and sustainably manage and protect the natural environment.

EEO Statement

EDM is an Equal Opportunity Employer.

To Apply: Upload resume and cover letter on Indeed OR to apply by email see instructions on EDM website at: <https://edmlink.com/careers>