



## WORD PROCESSOR/DOCUMENT SPECIALIST

Our Fort Collins office is seeking a **Word Processor/Document Specialist** to undertake preparing proposals, reports, presentations, and other materials, which may include some composition. In this position you will also be responsible for maintaining a comprehensive electronic filing system of documents. If you like challenging assignments, are self-motivated, and would like to grow your career, consider joining the EDM Team.

### Responsibilities

- Prepare documents (e.g., proposals, reports, presentations, forms, meeting agendas, letters, etc.)
- Manage and assist technical leads in responding to bid requests and Request for Proposals (RFPs)
- Maintain a comprehensive project document library
- Proofread and edit completed documents for grammar, spelling, punctuation, and adherence to appropriate formatting
- Produce electronic and hardcopy documents
- Manage client database
- Perform general administrative tasks as assigned

### Qualifications

- High School Diploma required, Bachelor or associate degree in general studies (preferred)
- 3 - 5+ years of related experience
- Must be proficient in Microsoft Suite of applications; Certification is preferred
- Good command of English language and grammar
- Fast and accurate typing
- General administrative experience

### Competencies

- Strong written and verbal communication skills
- Strong interpersonal skills
- Self-starter, initiative, and resourcefulness
- Ability to multitask, focus on details, and meet strict deadlines
- Ability to work independently and together with a team

**Salary Range:** \$16-\$24 plus discretionary bonus

### Company Overview

EDM has become a leader in the electric utility, energy, construction, and communication industries by merging excellence in engineering and science with a genuine concern for our clients' needs. Headquartered in Fort Collins, CO, with offices in Billings, MT, San Diego, CA and Phoenix, AZ, the success of our consulting, research and development services is attributed to our team of dedicated employees.

We are a family-oriented, employee-owned company and offer exciting opportunities with an excellent compensation and benefits package including, but not limited to, health insurance, paid holidays, retirement program, ongoing growth potential and a strong work/life balance.

***If interested, please send resume and cover letter to [jobs@edmlink.com](mailto:jobs@edmlink.com).***

*EDM International, Inc. fosters a diverse and inclusive workplace and is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.*

