



*We take care of your CURRENT needs.*

## **Office Coordinator – De Pere, Wisconsin**

Do you want to utilize your skills at a fast-paced growing company?

The electrical industry is a highly technical and ever-complex industry and we are positioned to roll up our sleeves and solve any problem given to us.

Current Electrical Services provides the safest and most cost effective electrical and communications solutions. We are passionate about growth. We are balanced across four market segments; residential, commercial, industrial and controls. This ensures the company's long-term stability.

Our Core Values are People, Integrity, Innovation and Community

Position Summary – Office coordinator will be responsible for performing various tasks in the office in support of office and field personnel.

### **Roles and Responsibilities:**

- Office Coordinator will report directly to the Office Manager
- Coordination between office staff and field technicians
- Data entry utilizing Microsoft Office
- Answering phones
- Maintain office supplies inventory
- Order, organize and maintain uniforms
- Maintain documents, filing, clerical tasks
- Apply for electrical permits
- Schedule electrical inspections and coordinate appointments with utility companies
- Assist project managers with project coordination
- Assist in scheduling
- Perform other related duties as assigned

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Basic understanding of how to operate standard business equipment.
- Proficient with Microsoft Office Suite or related software.
- Experience with accounting software is a plus.

### **Education and Experience:**

- High school diploma or equivalent required
- Associates degree in business administration or related field is a plus.

### **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.



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Benefits and Compensation:

We have the most competitive benefits in the area.

- 401 (k) plan with employer match and profit sharing
- Health, dental and vision insurance plans
- Prescription Drug
- Paid major holiday
- Paid vacation time
- Tuition/Scholarship Program
- General Tuition Reimbursements
- Bonuses
- Referral Incentives
- Anniversary Recognition
- Company sponsored events

We are an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law

If you are interested in taking the next steps, please send your resume and cover letter to [office@currentelectricalservices.com](mailto:office@currentelectricalservices.com).