



Title: Operations Administrator
Location: East Lansing, Michigan, United States
Function: NA Administration
Details: Permanent, Full Time
Date posted: 1/13/23

EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the Reciprocating Engine General Manager, the Operations Administrator will be responsible for supporting the administrative needs of both the Operations team as well as the Coolidge Road Office.

Key Responsibilities

Operations Administration

- Support the Reciprocating Engine and Renewable Natural Gas operations Departments.
- Perform administrative tasks including, but not limited to, filing, data entry, copying, scanning documentation of financial information.
- Maintain the assigned Manager's Outlook email and calendar, including responding when necessary, making appointments, and prioritizing the most sensitive matters.
- Perform assigned Managers delegated tasks and workflows on enterprise software including Safety, Accounting and Procurement systems.
- Coordinate travel bookings for Operations staff utilizing online travel booking system, including liaison with travel agents for special bookings and emergency after hours support.
- Assist with planning and coordinating office events. Arrange catering of onsite events.
- Assist with submission of expense reports by gathering supporting data and documentation by the predetermined deadline.
- Attend meetings with the function of compiling reports/minutes based on topics discussed in meetings and planning sessions. Ensure all participants receive copies of meeting minutes and necessary actions.
- Maintain Operations In-Vehicle Monitoring System (IVMS/Web Fleet) Database to comply with company and legal standards.
- Manage Web fleet website.
- Manage contractor onboarding and the reporting of hours
- Tracks and maintains operations registers, key dates and events including employees' birthdays, and ensure follow up actions are completed.
- Assist with overflow work from other departments as well as handle special administrative projects and/or functions when assigned by the General Manager.

Coolidge Road Office Administration

- Manage the company's front desk, greet, and direct visitors, vendors, clients, to appropriate departments or individuals.
- Answer front desk telephones and respond to inquiries via phone or e-mail.
- Collect and distribute all incoming mail and courier items, including the offsite Post Office box
- Liaise with building manager including communications, office maintenance, office cleaning services.

- Maintain office cafe cleanliness and inventory by checking stock to determine inventory levels, anticipating needed supplies, ordering supplies, and verifying receipt of supplies.
- Maintains office copy room supplies inventory by checking stock to determine inventory levels, anticipating needed supplies, ordering supplies, and verifying receipt of supplies.
- Maintains Sonitrol building access badges for Coolidge Road office and operational sites in Michigan.

Person Specification

- High level of integrity, ability to maintain strict confidentiality, and ensure sensitive treatment of information at hand.
- Exemplary organizational, planning, and time management skills.
- Excellent written and verbal communication skills.
- Ability to prioritize tasks while maintaining efficiency and meeting required deadlines.
- Must be detail-oriented while maintaining high level of accuracy, resourcefulness, and efficiency.
- Ability to function effectively and efficiency under limited supervision.

Qualifications and Experience

- Associate Degree in Business, Communications, or other relevant discipline.
- Proficient in all Microsoft Office Programs including Outlook and Teams with the ability to learn new computer-based software applications and programs.
- Current Notary Public preferred

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply, please send your current resume and cover letter to employment@edlenergy.com, referencing the title of this role.

Applications open until position filled