



**Power System
Engineering, Inc.**

1532 West Broadway, Madison, WI 53713

www.powersystem.org

Job Description

Overview:

Power System Engineering (PSE) is Hiring! We have been partnering with the electric utility, energy, agriculture, and industrial clients for over 47 years providing innovative engineering and consulting services and solutions. As an industry leader, PSE fosters a culture focused on our employees and clients, forward-thinking, innovation, integrity, and safety. All of this drives our company's growth and success and supports our clients in managing their power grid, water supply, gas systems, and communications networks more effectively.

PSE is looking for an enthusiastic full-time Project Coordinator to join our highly collaborative team. This role will provide project coordination and administrative assistance to the Utility Engineering & Design Department, Practice Area Managers, and Project Managers.

Responsibilities:

- Assist with the preparation and submission of technical proposals in response to Request for Proposals (RFPs)
- Assist with technical reports, including proofreading, editing, formatting, printing, assembly, and submission to the client. Attention to detail is a key component of these tasks.
- Assist with the preparation of construction bid packages and contracts
- Assist with project cost and progress tracking to ensure that budgets and deadlines are met
- Prepare and submit environmental reports for electric utility construction projects and coordinate communication with governmental and tribal agencies
- Work with the accounting department and project managers to prepare all monthly invoicing
- Coordinate and prepare information for project meetings or internal department meetings, and participate in meetings and record meeting minutes
- Work on various internal administrative tasks, such as approving expense reimbursements, assisting with travel arrangements, coordinating intranet updates, and other administrative tasks as necessary
- Coordinate meetings, including external coordination with venues and internal coordination with attendees
- Work in a cooperative fashion with other PSE team members to improve our efficiencies and work product

Education and Experience

- Bachelor's degree preferred. Associate degree in technical writing, editing, administrative assistance or related field will be considered.
- 2+ years relevant experience, preferably with a professional services firm

Project Coordinator

How to apply:

Email a cover letter and resumé, as one .pdf document, to jobs@powersystem.org; use the name of the position you are applying for as the email's subject line.

PSE offers an excellent benefits package which includes paid time off, 401(k), health, dental, vision, and life insurance.

PSE conducts drug screening and background checks on applicants who accept employment offers.

Authorization to work in the United States without visa sponsorship is a precondition of employment.

Power System Engineering is an Equal Opportunity/Affirmative Action Institution. It does not discriminate based on race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, national origin, or any other characteristic protected by federal, state, or local laws. Our management team is dedicated to this policy concerning recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.