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[About Us](#)

[Why Work Here](#)

Clerical Assistant L1-2, Bklyn & Queens Operations Support

JOB INFO

- Job Identification: 689
- Job Category: Clerical
- Posting Date: 07/11/2024, 02:47 PM
- Locations: Neptune Ave Service Center
- Apply Before: 08/09/2024, 11:59 PM
- Job Schedule: Full time
- Job Shift: Regular
- Minimum Salary: 24.64
- Maximum Salary: 24.64
- Job Sub Function: Administrative
- Job Family: Entry Level

ABOUT US

Mission Statement:

Consolidated Edison Company of New York, Inc. (Con Edison), Orange & Rockland Utilities (O&R), and Consolidated Edison Transmission (CET) employees are required to follow health, safety, and environmental policies, EEO, Standards of Business Conduct, and all other applicable company policy and procedures. We all share a responsibility to advance the company's mission by excelling at our three corporate priorities – safety of our people and the public, operational excellence in all that we do, and ensuring the best possible customer experience.

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JOB DESCRIPTION

This position provides clerical and administrative support to Brooklyn/Queens Electric Operations.

RESPONSIBILITIES

Core Responsibilities

- Success in this role requires a candidate with strong work ethics, confidence, passion, and adaptability.
- This candidate should have excellent clerical and organizational abilities, along with proficient computer and typing skills.
- Excellent interpersonal and telephone skills are essential due to frequent interaction with both internal and external customers.
- Candidate should demonstrate outstanding proficiency in Microsoft Office applications, including Excel, Word, PowerPoint, Access, and Outlook.
- This individual should be capable of prioritize daily tasks and adapting to manage multiple assignments simultaneously.
- The successful candidate will need to engage with customers regularly, both internal and external.
- Responsibilities entail reviewing and filing documents, compiling various tracking system reports, preparing daily work folders for field construction crews, assisting field personnel with necessary permits and contact information, and performing office duties related to electric construction.
- The chosen candidate must be willing to work overtime and occasionally on weekends or overnight shifts as needed for storm response.
- This position is currently hybrid, requiring three days in office and two days remote at companys discretion; Standard shift hours are Monday through Friday, from 7:00am to 3:30pm. The location associated with this position can be Brooklyn and Queens for Electric Operations.

Resources Managed

- Management # of Direct Reports: Indirect Reports:
- Weekly # of Direct Reports: Indirect Reports:

QUALIFICATIONS

Required Education/Experience

- High School Diploma/GED

Preferred Education/Experience

- Associate's Degree

Relevant Work Experience

- Previous experience in the utility industry is preferred. Preferred

Skills And Abilities

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- Effective interpersonal skills
- Proficient in English written and verbal communication skills
- Ability to simultaneously handle multiple priorities
- Excellent organizational skills
- Well organized, detail oriented and flexible to handle multiple assignments
- Must be proficient in Microsoft Office including Word, Excel, Outlook and PowerPoint, etc.

Licenses And Certifications

- Driver's License Required

Physical Demands

- Ability to push, pull, and lift up to 25 pounds
- Sit or stand to answer a phone for the duration of the workday
- Sit or stand to use a keyboard, mouse, and computer for the duration of the workday
- Possess manual dexterity and the ability to use hands for the duration of the workday
- Ability to stoop, bend, reach, and kneel throughout the workday

Additional Physical Demands

- Must be able to respond to Company emergencies by performing a System Emergency Assignment to restore service to our customers.

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EQUAL OPPORTUNITY EMPLOYER

EEO Statement:

Consolidated Edison Company of New York, Inc. (Con Edison), Orange & Rockland Utilities (O&R), and Consolidated Edison Transmission (CET) are equal opportunity employers. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of the individual's actual or perceived disability, protected veteran status, race, color, creed, religion, sex, age, national origin, gender, gender identity, gender expression, genetic information, marital status, sexual orientation, citizenship, domestic violence victim status, or any other actual or perceived status protected by law.

Technical Difficulty Statement:

For technical issues, please contact us at careerconnect@coned.com