



RIGHT OF WAY ASSISTANT

Company: Electric Power Systems, Inc.
Location: Anchorage, AK
Base Pay: DOE
Employee Type: Full Time Position
Job Type: Administrative
Preferred Education: Post-Secondary
Preferred Experience: 2+ years administrative with real estate, title, or paralegal focus a plus
Required Travel: Mostly local (Anchorage and Mat-Su Valley)

Contact: Melanie Coar
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THE OPPORTUNITY

Electric Power Systems, Inc. (EPS) is seeking an energetic, motivated individual to join our Alaska right of way team. If you like working as a team member, have a positive attitude, and are self-motivated, please apply.

Right of Way Assistants are responsible for support services for right of way agents and project managers.

Right of Way Assistants will complete structured assignments and receive on-the-job and classroom training in right of way support functions.

WHAT YOU'LL DO

A right of way assistant may be required to:

- Perform administrative duties, consisting of accurate data entry, preparing professional letters and email communications, with proper grammar, punctuation, spelling, and format;
- Use mail merge to populate documents and correspondence. Print documents and prepare packages for mailing;
- Assist Right of Way Agents and Project Managers with document preparation (i.e.: legal documents, letters, proposals, and transmittals);
- Research multiple right of way record databases and maintain office files;
- Perform fundamental title research to determine land ownership and easements for parcels associated with capital improvement projects;
- Use online resources to determine status of corporations and officers/agents, as well as researching contact information for parcel owners;
- Employ self-checking quality control procedures;
- Accompany right of way agents in field as needed;
- Support invoicing and bookkeeping activities as needed;
- Attend daily/weekly project team meetings;
- Other administrative support as needed and determined by Project Managers and/or the Right of Way Manager.

WHAT WE EXPECT FROM YOU

Applicant must have excellent writing and oral communication skills and an acute attention to details. Experience with Microsoft Office Word and Excel is required. Experience with Microsoft Access, Microsoft Project, Adobe Professional, or similar software, is desirable.

Applicant may be required to become member of the International Right of Way Association (IRWA) and a Notary Public.

The ideal candidate will possess, or be willing to learn, the following knowledge, skills, and abilities:

- Strong written and oral communication skills;
- Self-starter who is motivated and has the enthusiasm to work both independently and as a team player;
- A strong work ethic with reliable attendance, punctuality, and a positive attitude;
- Prioritization and organization in order to meet deadlines and process multiple project packages simultaneously;
- Considerable concentration and ability to work in a changing environment with organizational and clientele diversity and tight deadlines;
- Ability to read engineering plans, maps, and specifications;
- Perform land title research, including using state and federal land status plats, deeds, and patents, as well as other materials relevant to ownership and title interests;
- Knowledge of basic right of way conveyances, including warranty deeds, quitclaim deeds, easements, temporary construction easements, and temporary construction permits;
- Knowledge of basic legal descriptions;
- Valid Alaska Driver's License and ability to pass a drug screening test.

WHAT YOU CAN EXPECT FROM EPS

EPS offers a great benefit package including Medical Insurance, Life Insurance, Long Term Disability, 401(k) Plan, Health Club Membership, Employee Assistance Program, Paid Vacation, and Paid Holidays.

EPS is an Equal Opportunity, Affirmative Action (EEO/AA) employer that values diversity at all levels. We consider candidates for all positions on the basis of qualifications and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, protected veteran status, disability, and any other legally-protected status. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

EPS is a smoke free and drug free company.