



## **Transportation Services Representative- 2<sup>nd</sup> Shift** (3:00 PM – 11:00 PM)

Iroquois Pipeline Operating Company, a leading interstate natural gas pipeline company providing transportation services to meet the changing needs of customers in the Northeast region of the U.S. is looking to fill the Transportation Services Representative position.

### **Summary:**

This position coordinates the pipeline's gas scheduling needs and is heavily customer-service focused and gas industry timeline-driven. Must be able to work closely with the System Controllers and external customers daily. Coordinating, scheduling, and confirmations for all interconnecting pipelines and provides telephone backup to the system controller. The incumbent must be available after hours and on weekends for nomination questions. It is important that the position follow all rules set forth by Iroquois' FERC gas tariff, NAESB standards and FERC regulations.

### **Knowledge:**

- A strong desire to learn the rules of the Natural Gas Industry
- Customer Service experience
- Above-average interpersonal skills
- Strong written and verbal communication skills
- Ability to work under stress while maintaining a pleasant and professional attitude.
- Must be a fast learner and have strong multi-tasking capabilities.
- May be required to work through lunch and/or overtime during peak scheduling periods.
- Expertise in Microsoft Office applications and a willingness to learn Iroquois' customer interface software.
- Must be available to be on call as needed for scheduling, allocations, and regional pipeline infrastructure emergencies.
- Knowledge and ability to utilize different methods of communication to include but not limited to phone, email, and instant messenger applications.

### **Experience:**

The candidate should possess a bachelor's degree in Business, Accounting, Marketing, or a similar discipline. Entry level position for an individual with the desire to learn new content areas and skills quickly. The individual should have the ability to collaborate in a team environment, record information accurately, and effectively communicates with internal and external customers. It is important that this individual be able to manage time wisely and be flexible with the requirements of the position. Natural gas industry experience preferred but not required.

Our facility is located in an attractive campus like corporate setting with easy access to the highway, plenty of parking and lots of amenities: on-site fitness facility, walking paths, several cafes' and much more. As a valuable member of our team, we offer a professional, friendly work environment where individuals are appreciated for their contributions.

All positions require pre-employment background verification and drug & alcohol screening. Iroquois is committed to being a safe and drug-free workplace. We appreciate your cooperation in keeping Iroquois safe and drug-free.

In accordance with DOT regulations (49 CFR section 40.25), Iroquois is required to obtain prior drug and alcohol testing records for applicants/employees intending to perform safety-sensitive duties for covered DOT positions who have held similar positions in the past. If an applicant/employee refuses to provide written consent for Iroquois to obtain these records, he/she will not be permitted to perform safety-sensitive functions.

Iroquois is an Equal Employment Opportunity/Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

**To apply:** [www.iroquois.com](http://www.iroquois.com)