



## ecology and environment, inc.

Global Environmental Specialists

### BUFFALO CORPORATE CENTER

368 Pleasant View Drive, Lancaster, New York 14086

Tel: (716) 684-8060, Fax: (716) 684-0844

### Operations Center Operator – 3<sup>rd</sup> shift

Ecology and Environment, Inc. is seeking a part-time 3<sup>rd</sup> shift Operations Center Operator at our Corporate Headquarters in Lancaster, NY. This position will be approximately 3 nights / 30 hours per week from 10 p.m. – 8:00 a.m. Our successful candidate will be able to work without direct supervision and have a good phone presence.

#### Responsibilities:

- Answering phones in a courteous and professional manner
- Routing incoming calls to requested destinations
- Receiving and delivering messages that are received through the switchboard
- Sending, receiving, and distributing incoming faxes
- Monitoring building security system and alarms
- Photocopying and other general duties as assigned

#### Requirements:

- High School Diploma or equivalent preferred
- Previous related experience a plus
- Good phone presence and positive customer service attitude
- Ability to work with computers, faxes, copiers, scanners, and various other technologies
- Ability to handle highly sensitive information and maintain confidentiality
- Ability to follow directions, work with minimal supervision, and complete work in an accurate and timely manner
- Dependable and self-directed with the ability to maximize use of time
- Ability to walk easily up and down stairs
- Ability to work a rotating third shift that will include some weekends and holidays

We are a global network of innovators and problem solvers, dedicated professionals and industry leaders in scientific, engineering, and planning disciplines working together with our clients to develop technically sound, science-based solutions to the leading environmental challenges of our time. E & E offers opportunities for growth in a team-oriented environment. Candidates must be eligible to work in the U.S.; Visa sponsorship will not be provided. Please view our website at [www.ene.com](http://www.ene.com) to apply on-line. Local candidates preferred.

Ecology and Environment, Inc. is an EO and AA employer – M/F/Vets/Disabled/and other protected categories.