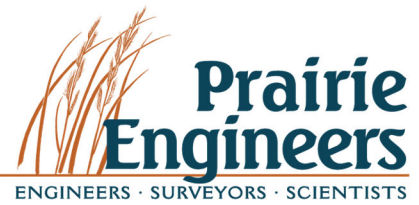


Database Coordinator



Prairie Engineers, P.C. is seeking an Experienced Database Coordinator to join their team.

Are you a creative thinker who is willing to problem solve? We are an established engineering practice looking for an enthusiastic Database Coordinator to join our **administrative team**.

As a progressive and growing business, Prairie Engineers can present you with a wide range of challenging tasks and the opportunity to work with a collaborative and highly functional team. The ideal candidate will have extensive database management experience in an engineering related field. The successful candidate should have experience managing companywide databases; including collecting, structuring, digitizing and reporting data; and general maintenance.

We offer a flexible work environment, work from home opportunities, and career growth plans to meet your individual needs while providing a competitive salary and benefits. We will accommodate this full-time position in any of our office locations.

Job Functions

Design, Develop, Implement and Maintain knowledge management systems

Create New and Update Existing databases to increase efficiency, security, quality, and reliability

Collaborate with others to understand business or industry knowledge management requirements

Generate Reports by Organizing and Summarizing data and transforming it into useful information

Prepare Presentations with effective visual data displays to support awareness and decision making

Office Communication and Correspondence, and other duties as assigned

Minimum Qualifications

Education: Bachelor's Degree in Business, Computer Science, Technology, or related field.

Experience: 5+ years of progressive experience in data analytics

Communication: Excellent verbal, written, HTML and SQL skills

Software Experience: Proficient in Microsoft products, including Access, One Drive, Teams, SharePoint, and Excel

Ideals: Professional, positive attitude with a strong work ethic

Teamwork: Ability to work both independently and as part of a team

Preferred Qualifications

Education: Advance degree or certification

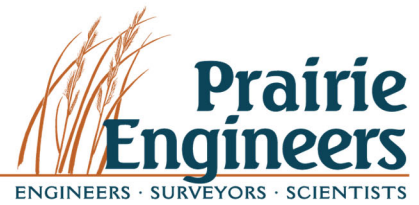
Industry Experience: Knowledge of architecture/engineering/construction industry

We are an equal opportunity employer that recognizes the value of diversity. All qualified individuals will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other legally protected status.

Preference will be given to applicants who reside in a HUBZone as defined by the US Small Business Administration. For a map of certified HUBZone areas, please refer to the following website: <https://maps.certify.sba.gov/hubzone/map/>

Potential candidates for this position should **fill out an application** at www.prairieengineers.com and contact Prairie Engineers via e-mail at jobs@prairieengineers.com.

Database Coordinator



Prairie Engineers is a full-service engineering, geospatial, and environmental science consulting firm delivering sustainable infrastructure solutions to improve our natural and developed environment. We are a woman-owned firm with offices in Columbia, Hillsboro, Washington, Champaign, and Springfield, Illinois; Keokuk, Iowa; Hazelwood, Missouri, and Vicksburg, Mississippi.

Some Benefits of Working at Prairie

Schedule flexibility. We may accommodate non-routine schedules, part-time professional positions, and personal leaves of absence if needed. Need to match your kid’s school schedule, reduce hours during the summer or holidays, or work evenings instead of mornings? Let’s make a plan!

Location flexibility. We may accommodate work from home, work from the office, or a hybrid solution.

Ample time-off. We are looking for a candidate who will give it their all when they are at work, and we recognize the need to “recharge your batteries” so you can continue to give top-notch service to our clients. We give 160 hours of PTO to staff with under 10 years of experience and 200 hours of PTO to those over. In addition, we’ll give you an extra 8 hours for every 5 years with our company.

Paid premium overtime. The first 80 hours of overtime goes into a comp time bank which you can use as additional paid time off. If you work more overtime than that, we pay 1.5x your hourly pay rate. Not just for entry-level positions, but for almost all professional positions.

Generous benefits. A fully paid health insurance premium combined with an HRA for your annual deductible pays 100% of your routine and minor healthcare costs. Plus, life, AD&D, short term and long term disability – with all insurance effective on day 1 of your employment. A 401k that doesn’t require a match – you’ll get 3% AND the freedom to invest your money how you want.

A bonus that rewards your efforts. We want people who will work hard with a “can-do” attitude and give our clients top notch service, and we expect to reward you for that effort! We distribute approximately half (yes, half!) of our post-tax profits in our bonus program. 30% of that is pro-rated based on salaries for everyone who has been with us for over 12 months. We are a team, and it takes all of us working together to succeed. 70% of the bonus program is solely performance-based and rewards those that go above and beyond. We recognize individual contributions for each year.

Prairie Values

People Focused. We prioritize relationships, foster team growth, and promote a culture of inclusion and development.

Can Do Attitude. We positively engage with challenges to form flexible and innovative solutions.

Responsive. We communicate openly, proactively, and promptly.

Prairie Engineers is the Small Firm Winner of the “**Best Places for Engineers to Work**” by the Illinois Society of Professional Engineers for 2021! See what our employees have to say: <https://lnkd.in/dPwzv7r>

For additional information regarding our company and benefits offered to our employees, please visit our website at www.prairieengineers.com.