



Example of Junior Electrical Engineer Job Description

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Our company is growing rapidly and is looking to fill the role of junior electrical engineer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for junior electrical engineer

- Coordination with other utilities and stakeholders
- Create drawings (electrical diagrams, plan and profile, layout, electrical arrangement, structural, and foundation)
- Work with drawing files in AutoCAD and Microstation
- Participates in electrical requirements analysis, requirements definition, requirements management, functional analysis, performance analysis
- May have some contact with external customers
- Failure to accomplish results or errors may cause delays or require the allocation of additional resources
- Plans, directs and coordinates preparation of project documentation, such as engineering drawings, production specifications and schedules, and contract modifications to ensure customer contract requirements are met
- Reviews contract to determine documentation required for each phase of the project, applying knowledge of engineering and manufacturing processes
- Reviews and verifies project documentation for completeness, format and compliance with contract requirements
- Confers with engineers, managers, customers and others to discuss project, prepare documents or modify contract schedules

Qualifications for junior electrical engineer

- Knowledge of military standards and specifications, or equivalent
- Well organized, with the ability to multi-task effectively and keep jobs on

- Experienced user of LabVIEW, Microsoft Office Products (Word, Excel, Powerpoint)
- Excellent English communication (verbal and written) skills
- Must be a US citizen or permanent resident with ability to pass a Government background investigation
- International Travel - Must have Passport