

ELEMENT CARE JOB PROFILE

TITLE: Department Specialist II

JOB CODE:

JOB FUNCTION:

FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under general supervision, performs a variety of administrative duties such as typing, maintaining calendars, compiling routine reports, creating graphic presentations and filing. Duties and tasks are frequently non-routine. This position receives no instruction on routine work; special projects and requests are well defined.

ESSENTIAL RESPONSIBILITIES:

- Uses a variety of software packages to prepare routine correspondence. Proofreads and checks materials for spelling, grammar, layout, and punctuation, making changes as appropriate. This may include assignments of a confidential nature.
- Prepares and formats information into databases and spreadsheets. Verifies data for accuracy and completeness. Compiles information for inclusion in reports.
- Organizes meeting logistics. Prepares meeting materials such as agendas, timelines, reports, and presentations.
- Assists with the preparation of presentation materials including proofreading, editing, and printing.
- Establishes and maintains files and records.
- Sorts and distributes incoming mail.
- Communicates information concerning standard departmental policies and procedures in response to inquiries.
- May maintain calendars, arrange appointments, meetings, and tracking of documentation.
- May provide back-up support for other areas.
- May provide training to other non-exempt personnel.
- Performs other duties as required.

JOB SPECIFICATIONS:

- High school degree or equivalent.
- Previous (2-3 years) administrative or related experience required.
- Ability to interact with all levels of internal and external personnel.
- Ability to maintain confidentiality.
- Demonstrated analytical and problem solving skills.
- Strong written and verbal communication skills.
- In-depth knowledge of standard corporate software packages.
- Proficiency in typing.