

ELEMENT CARE

TITLE: Department Specialist III

JOB CODE:

JOB FUNCTION:

FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Performs a variety of administrative duties such as creating correspondence, maintaining calendars, compiling complex reports, creating graphic presentations and filing. Duties may involve access to confidential and/or sensitive information. Works independently to prioritize work and deadlines. Determines methods and procedures to use to resolve problems. Serves as an information resource concerning the department's policies and procedures. Demonstrated excellent skills in navigating and working in Outlook. Demonstrated excellent Microsoft Office product proficiency and excellent oral and written communication skills.

ESSENTIAL RESPONSIBILITIES:

- Uses a variety of software packages to draft routine and non-routine correspondence for manager's review. Proofreads and checks materials for spelling, grammar, layout, and punctuation, making changes as appropriate. This may include assignments of a confidential and/or sensitive nature.
- Researches, compiles, and formats complex information into databases and spreadsheets. Verifies data for accuracy and completeness. Compiles information for inclusion in complex reports.
- Organizes meeting logistics. Prepares meeting materials such as agendas, timelines, reports, and presentations. Transcribes and distributes meeting minutes.
- Assists with the preparation of presentation materials including creating, proofreading, editing, and printing.
- Under the direction of department management, coordinates a variety of multiple ongoing projects, such as negotiating work space, procuring data and/or telecommunications equipment, furniture, and supplies.
- Establishes and maintains files and records.
- In manager's absence, ensures that all departmental administrative matters are handled appropriately.
- Interprets standard department policies and procedures in response to inquiries. Communicates information to management.
- May maintain calendars, arrange appointments, meetings, and tracking of documentation.
- May provide back-up support to other areas.
- May provide training to other non-exempt personnel.
- Performs other duties as required.

JOB SPECIFICATIONS:

- High school degree or equivalent.
 - Previous (3-5 years) administrative or related experience required.
 - Ability to interact with all levels of internal and external personnel.
 - Ability to maintain confidentiality.
 - Ability to effectively coordinate multiple projects.
 - Demonstrated analytical and problem-solving skills.
 - Strong written and verbal communication skills.
 - Expert knowledge of standard corporate software packages.
 - Proficiency in typing.
 - Bilingual encouraged to apply.
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Signature

Date