

Experience and Education

- 2 years or more related experience
- Minimum: High School Diploma
- Preferred: Associates Degree or Higher

General Duties and Responsibilities

- Prepares reports, presentations, memorandums, proposals and correspondence.
- Create financial and statistical tools and reports using spreadsheets.
- Manage, organize, and update relevant data using database applications.
- Communicate and provide information in a coherent manner.
- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.
- Research and investigate information to enable strategic decision-making by others.
- Arrange and participate in meetings, conferences, and project team activities.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Perform general office duties.