

# Administrative Specialist: Sr. Operations Specialist

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Performs variety of activities in support of Operations. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance work flow. Provides data and information to others on functional unit processes and procedures.

## **Knowledge**

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered. Excellent verbal and written communication skills.

## **Supervision Received**

Minimal supervision. Work may be done without established procedures.

## **Consequence of Errors**

Errors are very difficult to detect and would normally require significant expenditures to resolve.

## **Contacts**

Contacts are frequent with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

## **Work Products (Examples may include but are not limited to)**

Responsible for the execution of non-routine administrative functions in support of a major project or department. Prepares complex reports, spreadsheets, PowerPoint presentations and graphs and maintains more complex databases. Regularly prepares manual or computerized graphs, reports, charts and other documentation for management presentations, special projects, or general departmental administration efficiently and independently, utilizing a variety of software tools. Responsible for managing the integrity of departmental or project databases. Able to maintain confidential information. Punctual, reliable and dependable.

## **Minimum Education and Experience**

6+ years of directly related experience with an Associate's Degree in Business Administration or a related field. Advanced Outlook, MS Word, PowerPoint and Excel skills.