

## **Administrative/Document Coordinator Job Posting**

Posted April 29, 2010

Summary of Position: This is an administrative/document coordinator position at SPEC Associates in downtown Detroit. Major areas of responsibility will include managing electronic project documents, tracking report and survey data submissions, coordination/entry of time reports, regular meeting coordination, event coordination, materials preparation, and travel and itinerary scheduling.

Specific responsibilities of this position may vary but will include the following:

- Organize and maintain electronic documents library on the local server
- Format and log documents into a qualitative software [QDA Miner] and send electronically to designated team members
- Track report and survey data submissions from team members and clients; follow-up with team members on missing submissions
- Collect electronic documents from identified web-sources
- Maintain a master project calendar for team members
- Send meeting notifications and agenda for project-related conference calls
- Assist with local and national group meeting planning and coordination duties
- Coordinate with transcriptionist to obtain transcripts of meetings
- Coordinate, track and enter data of staff and contractor timesheets
- Prepare survey data for data entry and/or analysis
- Prepare materials for various aspects of projects, including mailings
- Other duties as specified

### **EXPERIENCE:**

- Minimum of six years of relevant experience, preferably in a social research, market research, or program evaluation organization.
- Advanced computer proficiency in Microsoft® Word 2007, Excel, PowerPoint, and Outlook; demonstrated experience with analytical software is a plus.

### **ATTRIBUTES:**

- Strong organizational skills
- Pays attention to detail
- Capacity and interest in learning new software
- Excellent interpersonal and communication skills
- Proactive in executing job tasks
- Receives instruction and feedback well
- Team player
- Adaptable to change
- Owns reliable transportation and a valid driver's license

### **COMPENSATION:**

Compensation is dependent upon skill/experience. Flexible fringe benefits apply. Paid valet parking.

### **CONTACT:**

Mail, fax or e-mail cover letter, resume and compensation requirements to the address listed below.

*[NOTE: If emailing attachments, please only attach pdf files; we will not accept other forms of electronic file attachments.]* Please include e-mail address (if available) and phone number (with the best time to reach you by phone).



Attn: Human Resources Manager  
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