



JOB DESCRIPTION: Organization Assistant
DEPARTMENT: Instant Market News
REPORTS TO: Department Manager
TYPE: Full Time
DATE UPDATED: April 3, 2019

JOB SUMMARY:

The Organization Assistant is part of the Instant Market News (IMN) team and is responsible for a variety of duties at Urner Barry. These functions range from management support activities to the implementation of day-to-day operations. As employee development is essential, responsibilities and job function may expand and evolve proportionate to the employer's needs.

ESSENTIAL FUNCTIONS (include, but not limited to):

- Complex Microsoft skill set (Excel, Word, PowerPoint)
- Attention to detail/Proofreading data
- The upkeep, organization, collection and dissemination of market information
- Update all mandatory reports in database and publications
- Advanced charting capabilities
- Internet research capabilities
- Effective note taking

QUALIFICATIONS:

- Advanced knowledge of PC Windows, especially Microsoft Excel
- Ability to prioritize tasks
- Work both individually and in group setting
- The ability to complete assignments within a given time-frame
- Problem Solving, Documentation and Verbal Communication skills

CHARACTER:

- Creative thinking, flexible, diligent, professional
- Good communicator
- Elevated sense of urgency
- Straightforward, honest, team player

COMPENSATION:

- Hourly
- Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing

SUBMIT RESUME TO: Human Resource Manager
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