

# E-30672 Office Technician A

**Description:**

**Pay group: 08**

**Location: Albany**

**Supervisor: Melissa Phillips**

**Unposting Date: 10/04/2022**

**About the Position:**

Under general supervision, to perform administrative support activities of various degrees of complexity, and to perform as required such duties as:

- Assemble, maintain and/or transcribe information from various sources, prepare and maintain reports, correspondence and records, forms and orders.
- Prepare time and mileage reports.
- Make arithmetical computations; maintain statistical information.
- Check data for accuracy and otherwise assist in completing various types of orders, reports, invoices.
- Communicate with customers or their representatives, outside agencies, and other departments.
- Update company records including but not limited to maps and various reports.
- Perform administrative support activities associated with the tasks and responsibilities of the department.
- Receive and dispatch information and orders in person and by telephone and radio.
- Assist employees of higher grade as required.

**Job Qualifications:**

- Ability to satisfactorily interact with customers, outside agencies and other departments.
- Ability to handle duties that require independent judgment.
- Ability to make arithmetical computations.
- Familiarity with computer applications normally required in a business environment.
- Satisfactory completion of validated skills testing (keyboarding), as determined by the Company.

Note: The progression from an Office Technician A, B, C will occur over a two-year period with one year spent at each level. The complexity of the duties shall increase in accordance with the department requirements and the training provided.

**Only bids received on or before the above close date will be given consideration. Email bids to [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com) or fax bids to (315)401-7890.**

**Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.**