

# W-39885 Senior Office Technician

**Description:**

**Pay Group: 17**

**Location: Buffalo**

**Supervisor: Timothy O'Neal**

**Unposting Date: 01/10/2023**

**About the Position:**

Under general supervision, to plan and direct the activities of a group of employees; and to perform all types of administrative support work required of the group including but not limited to dispatching by phone, radio and in person; and to arrange coverage for absences of employees at a lower classification within the department.

**Job Qualifications:**

- Four years' experience in departmentally related work.
- Must have held the position of Office Technician C for a minimum of 2 years.
- Thorough familiarity with applicable accounting procedures.
- Thorough familiarity with applicable computer and software systems and procedures.
- Ability to direct the work of others engaged in all administrative support activities as required.
- Ability to handle contacts with customers, contractors and other departments.
- Ability to handle duties which require independent judgment.
- Satisfactory completion of validated skills testing (keyboarding), as determined by the Company.

**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.**