

Employee Connections, Inc. NFP

Job Title:	Microsoft Office Training Specialist (MOTS)		
Associate Group:	Information Technology	Job Code:	MS105501
Location:	Waukegan, Illinois	Travel Required:	Lake County
Level / Salary Range:	\$10.00 (Entry Level)	Position Type:	Part-Time to Full-Time
HR Contact:	Cynthia Dockery-Harris	Date Posted:	12/1/2017
Will Train Applicant(s):	Yes	Posting Expires:	Open
Application Accepted By: Human Resources & Recruiting Specialist			
Tel. (847) 360-7177 Fax (847) 406-3106 E-mail employment@myemployeeconnections.com Attention: Human Resources & Recruiting Job Code: MS105501		Mailing Address: Employee Connections Human Resources & Recruiting 2504 Washington Avenue • Suite 602 Waukegan, Illinois 60085	
JOB DESCRIPTION			
<p>Education Requirements</p> <p>High School Diploma or Equivalent</p> <p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. Facilitating adult classes using a suite of Microsoft Office products. 2. Help administer surveys after end of class. 3. Administer lectures using lesson plans surrounding Microsoft approved curriculum. 4. During class time, demonstrate Microsoft Office Suite, field questions, and begin student discussions. 5. Responsible for keeping the class on task and adhering to the class agenda 6. Maintain up-to-date class materials. 7. Populate training system with student roster, grades, and examinations. 8. Install, configure and deploy Microsoft Office Suite of Products. <p>Qualification Requirements</p> <ol style="list-style-type: none"> 1) 1 year experience in using Microsoft Office Suite in a professional business environment 2) Knowledge of social media platforms, such as Facebook, LinkedIn and Twitter business setup and interactions 3) Competent computer skills including Microsoft Office (<i>Word, Excel, Outlook, PowerPoint and Access</i>) 4) Internet skills including use of e-mail messaging and literacy skills <p>Key Competencies</p> <p><i>Competencies to include</i> 1) organization and planning skills, 2) work management and prioritizing skills, 3) verbal and written communication skills, 4) problem solving ability, 5) attention to detail, 6) accuracy, 7) flexibility, 8) reliability, and 9) teamwork.</p> <p>Preferred Requirements</p> <ol style="list-style-type: none"> 1) Microsoft certificate(s) or certification is a plus 			
- To Be Completed By Human Resource Department Representative Only -			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	8/15/2017