

Position: Administrative Support Staff

Experience Some college experience preferred
Location Clinton Township Michigan
Career Level Entry to Mid, Non-Management Level
Job Type Part Time to Full Time
Starting Pay \$10-\$12/hour
Posting Date 11/04/14

Objective

To assist surveillance investigators and management staff with various investigative and information gathering tasks. Applicants will be expected to report to several investigators and manage a variety of time sensitive responsibilities at one time. This position is fast paced and requires a high level of organization.

Job Responsibilities

- Assist lead investigators in data entry
- Manage and track case files
- Maintain case related and client data
- Identify and solve various administrative problems
- Create report templates
- Write detailed summaries of events
- Monitor surveillance software and report findings

Job Requirements

- Must demonstrate ability to write professionally and quickly without exception
- Strong knowledge of Microsoft Word
- Strong computer skills
- Some familiarity with video software and online uploads preferred
- Strong Communication Skills/Telephone Skills
- Ability to Multi-Task
- Ability to report to several people at any given time
- Ability to function in a fast paced environment

This job description is not intended to be all-inclusive, and employee will perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.