

ENTERPRISE INFORMATION SERVICES (EIS) Duty Statement

Section:	Enterprise Information Services
Unit:	Business Information System – Operations Unit
Position Number:	065-501-9993-902
Classification:	Mechanical and Technical Occupational Trainee
Date:	09/07/2018

Under close supervision of the Information Technology Supervisor II, the Mechanical and Technical Occupational Trainee (MTOT) will work in a training capacity in providing support to staff responsible for training, timekeeping, meetings and other responsibilities related to the Business Information System program and administration. Personal qualities include the ability to function as a team player; willingness to take direction; ability to read and follow written procedures; and ability to work with multiple areas of supervision.

The duties of the MTOT include the following:

35%	General Administration
-----	-------------------------------

- Assists with answering incoming telephone calls, directing callers to appropriate staff, and route messages via electronic mail;
- Assists with greeting guests: ensure they sign in, locate where they need to be or who they need to meet with, contact EIS staff person or escort them to correct meeting place;
- Sort and screen incoming/outgoing mail and package deliveries, and contact EIS recipients;
- Assists with maintaining front desk manuals, employee handbooks, and spreadsheets in various formats including Microsoft Word, Excel, PowerPoint, Remedy, and other systems as needed;
- Assists with scheduling group and/or individual meetings, including reserving conference rooms;
- Assists with making copies of various documents as requested, and shred confidential documents for various staff, to include executive staff;
- Assists the facilities unit with reporting issues via remedy tickets, such as jammed doors, room temperature problems, insect problems, carpet cleaning request, etc.

35%	Office Supplies/Onboarding
-----	-----------------------------------

- Assists with monitoring the inventory of computer paper, and other equipment as necessary to maintain the office;
- Assists with acting as a liaison to the HQ Personnel Specialist in scheduling on-boarding;
- Assists with making appointments for staff to obtain replacement Identification Cards as needed, such as lost or stolen;
- Assists with temporary card keys for visitors/vendors/staff, including tracking when they are check out and checked back in;
- Assists with participating as a runner to HR HQ and Accounting for delivery and pick up of documents/Identification Cards/paychecks;
- Assists with maintaining the fleet at EIS, making car repair appointments, oil changes, and gas fill ups.

ENTERPRISE INFORMATION SERVICES (EIS) Duty Statement

30%	Other
-----	--------------

- Assists the EIS timekeepers with copying timesheets each month;
- Assists with providing door nameplates for new staff;
- Assist with scheduling meeting rooms and assist with meeting room setups.

Employee: _____

Date: _____

Supervisor: _____

Date: _____