



DataWise, Inc.  
579 W. Galena Park Place # 100  
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Contact: Donni Morrey

**JOB DESCRIPTION: ADMINISTRATIVE/OFFICE ASSISTANT**

Firm seeks office assistant to maintain files, track project correspondence and assist with general office administration.

**JOB REQUIREMENTS:**

- Must be dependable for job hours and available 15-40 hours per week
- Hours: Mon - Fri 9am-5pm - occasional weekend hrs during busy period
- Be able to work independently; ability to communicate clearly with supervisors and co-workers on job issues, deadlines, questions and concerns
- Must possess strong Word Processing and Spreadsheet skills, MS Office preferred (Word, Excel, PowerPoint)
- Must possess strong writing and spelling skills
- Preference given to applicants who can demonstrate an understanding of survey research

**JOB RESPONSIBILITIES:**

- Maintain internal daily scheduling document(s).
- Prepare and maintain project folders - hard copy and soft copy
- Track all project correspondence (primarily via email)
- Maintain inventory of supplies and equipment. Assist in ordering/stocking/tracking/organizing supplies
- Assist with computer and printer equipment maintenance
- Assist in logging, scanning and filing of AR and AP Paperwork
- Assist in preparing and publishing internal training and documentation materials
- Assist with Text Analytics Deliverables, including the following:
- Assist when needed with Quality Assurance of Data Processing Deliverables

**OTHER SKILLS:**

**Mathematical Skills**

Ability to compare and match data from different hard copy and soft copy sources

**Reading and Reading Comprehension Skills**

Ability to read quickly and comprehend what is read. Ability to follow written instructions. Ability to summarize and classify text responses. Ability to group like terms, phrases, and determine meaning of such.

**Reasoning Ability**

Ability to apply principles of logical or scientific thinking to a wide range of practical problems and situations.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and to use hands and fingers on a computer keyboard.

**Work Environment**

While performing the duties of this job, the employee will work primarily in a small work group consisting of 3-4 co-workers. Much of the time the employee will be working at his/her individual computer work station on an individual assignment, then interacting with the group every few hours to share progress reports.

Salary DOE and education

Please email resume to: [jobs@datawise.org](mailto:jobs@datawise.org)

**STATUS:** Regular Part to Full-time