

## **WORD PROCESSING AND ADMINISTRATIVE SPECIALIST**

Shenhon Company is looking for a full-time or part-time professional and experienced word processing and administrative specialist. Shenhon Company is a highly respected and established real estate and business valuation company. We prepare appraisals, analyses, and market studies of real estate, businesses, and intangible property.

This is a unique position within our organization in that the word processing and administrative specialist is responsible for several diverse functions. The individual will be responsible for our word processing, support our information technologies, and manage our library's electronic resources.

### **WORD PROCESSING**

The word processing specialist will be responsible for preparing complex business valuation and real estate appraisal reports using Microsoft Word templates. This is an opportunity to work with a dynamic group of motivated professionals at various levels. This person must have prior related work experience and a proven track record of effectively meeting deadlines and producing professional, accurate work product.

Responsibilities:

- Prepare professional, accurate reports using Microsoft Word 2016
- Format and edit appraisal reports and other documents
- Insert maps, photographs, and Excel spreadsheets
- Import and scan charts and maps into reports
- Insert and edit tables
- Proofread reports to mark or correct grammar, sentence structure, and typographical errors
- Verify reports following the format, style, and branding guidelines of the company
- Revise and update appraisal templates (with content controls and building blocks) as needed
- Prepare PowerPoint presentation/seminar materials

### **ADMINISTRATIVE FUNCTIONS**

The administrative specialist will support our information technologies, and maintain and organize our appraisal literature, research, and data. Ideally, this individual will have knowledge with new and emerging trends in electronic resources and library technologies and facilitate their integration into the library.

### **RESPONSIBILITIES:**

- Organize and maintain electronic and written reports
- Update research materials received on a regular basis
- Answer staff research questions
- Help staff with basic questions and problems relating to computers, printers, and software

### **QUALIFICATIONS**

- Advanced computer skills
- Proficient in Word (certified), Excel, Adobe Acrobat, and PowerPoint
- Resourceful and problem solver
- Attention to details
- Strong English skills in grammar, punctuation, sentence structure, etc.
- Highly organized
- Flexible
- Ability and desire to acquire new skills and knowledge
- Ability to work independently with minimal supervision or as part of a team

Send resume to [adminresume@shenhon.com](mailto:adminresume@shenhon.com)

EEO/Affirmative Action Employer