

Job Description Writer & Subscriber Services Supervisor (Nights)

Posting Code: BE131

Overview

ERI specializes in outsourcing of compensation and benefit research and now serves over 10,000 corporate subscribers via its **Assessor Series** products, **ERI Salary Surveys**, and online offerings. Subscribers include most Fortune 500 companies, the IRS, state AG Offices, and most major consulting firms. ERI's research databases and products are used by subject matter experts for business planning and analyses (Professional editions) and by expert witnesses and consultants, often for matters related to litigation (Consultant editions). "Clicking" on a dot and retrieving source survey documents and assessing data rates of error are what make aERle (all ERI entities) products unique.

Research & Subscriber Services

Position Title:

Writer & Subscriber Services Supervisor

Incumbent

Open

Reporting to:

Founding Director

Location:

Bellingham, Washington

Primary Job Duty:

- ❑ Supervises and participates in the composition of first draft job descriptions from stripped job boards for use in **Assessor Series** products and provides customer service, as needed.

Other Job Duties:

- ❑ Works with job board postings using Excel and Internet searches to create prose for new job descriptions.
- ❑ Follows formatting guidelines to write new job descriptions and input into Excel spreadsheets.
- ❑ Proofs previously written job descriptions using formatting guidelines.
- ❑ Collaborates with PAQ eDOT Skills Project database personnel.
- ❑ Takes orders from new subscribers; explains wide research and products and matches subscriber needs.
- ❑ Distributes license codes for Assessor Series products to present subscribers.
- ❑ Documents problems with prior orders and follows-up on missing shipments.
- ❑ Maintains subscriber records by correcting account information.
- ❑ Prepares marketing/sales/call/description progress report spreadsheets.
- ❑ Light administrative duties, including use of time sheets.

Skills/Qualifications:

- ❑ College degree required. Master's degree preferred.
- ❑ Human Resource/compensation experience highly preferred.
- ❑ Excellent writing skills (sentence structure, grammar, varied vocabulary, spelling, style, consistency, and attention to detail).
- ❑ Ability to work with large data files and extract key facts and trends; understanding statistics used in semantic search identification of prose, earnings, skills embedded in job posting prose.
- ❑ Proficient in Microsoft Word, Excel, and Outlook; proficient typing and keyboard skills.
- ❑ Superior organizational skills, attention to detail, and ability to prioritize and manage multiple tasks.
- ❑ Excellent interpersonal and communications skills.
- ❑ Strong time, staff, and client management skills.
- ❑ Positive attitude; understanding of importance of lost revenue to a non-government, non-publicly supported, privately funded research enterprise.
- ❑ Enthusiastic team player, but also capable of working independently.

Site/Time:

- ❑ Monday through Friday in Bellingham office – 5:00 PM to 1:00 AM (with waiver of lunch)

Compensation:

- ❑ Competitive salary with health, life, dental, vision, disability benefits, and a 401(k) plan.

Contact:

- ❑ Email your resume to jobs@erieri.com - fax: 800-753-4415 - mail to ERI, 8575 – 164th Avenue NE, Redmond, WA 98052 USA