

### **Project Administrative Assistant**

Recognized for more than 30 years of growth in visual data mining technologies, Salient delivers a lightning-speed solution that empowers people and impacts business at all levels. As an industry leader, we attribute our success to our cutting-edge technology and to the contributions of our dedicated, forward thinking employees.

We offer a fast-paced work environment and focus on the professional development of all employees. As part of our generous compensation package, Salient offers paid time off between Christmas and New Years. We foster open communication and are committed to a team oriented environment.

We are seeking a Project Administrative Assistant to provide general administrative and analytical support to the Corporate Planning department. The ideal candidate will possess strong attention to detail and proficiency in Microsoft Suite (Excel, PowerPoint, etc.). This is a full-time, non-exempt position that will be located in Horseheads, NY. Typical work schedule is Monday-Friday 8:30AM-5PM.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and/or abilities required.

#### **Education/Experience**

- A.A.S. preferred
- 1-3 years of data analysis /administration experience preferred

#### **Primary Duties & Responsibilities:**

- Provide management reporting across various departments, establish communication schedules
- Assist with the creation and updating of documents, and charts and reports
- Organize and ensure proper storage of artifacts and documents
- Assist with the monitoring and controlling of small projects
- Assist with follow-up and monitoring of key project milestones
- Assist with the documentation of processes and procedures
- Complete special data related projects
- General data entry as needed
- Foster working relationships with team members and associated departments.
- Strictly adhere to Salient and client security policy and procedures

#### **Preferred Skills or Knowledge**

- Attention to detail/Organizational Skills
- Proficient in the Microsoft Suite (Excel, PowerPoint, etc.) and other business software in use at Salient
- Data management and reporting
- Ability to quickly learn new software
- Strong written and oral communications
- Problem solving skills
- Ability to work cooperatively and effectively in a team setting

#### **Measures of Performance**

Accurate and timely delivery of management reporting, documentation, and project artifacts as directed by the management team. Salient Corporation is proud to be an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, marital status, military status, veteran status, age, national origin, citizenship, ancestry, disability, predisposing genetic characteristics, domestic violence victim status, or any other status protected by law.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Send your resume to [hr@salient.com](mailto:hr@salient.com) for consideration.