



JOB DESCRIPTION: Publications/Research Assistant
JOB CODE: PA-RA
DEPARTMENT: Directory Publications
REPORTS TO: Director--Administration
TYPE: Full Time
DATE UPDATED: July 27, 2017

JOB SUMMARY:

The Publication/Directory Research Assistant is part of the Directory Publications Department, and is responsible for a variety of duties at Urner Barry. The main function of the Publications/Research Assistant is to ensure UB's various databases are complete and accurate. Duties include research and collection from outside data sources accurately into in-house data structures. This position interacts with several departments including IT, Sales, Marketing, Accounting and Job Printing. This position also collaborates with product managers including those responsible for UB Reporter and Prospector. As employee development is essential, responsibilities and job function of the Publications/Research Assistant may expand and evolve proportionate to the employer's needs.

ESSENTIAL FUNCTIONS (include, but not limited to):

- Contacting, updating, and entering information into UB databases
- Suggest and affect efficiency improvements to workflows that move/update data
- The upkeep, organization, collection of contact's significant data
- Training part time staff
- Assisting Urner Barry as needed

QUALIFICATIONS:

- Command of PC Windows environment including Microsoft Office and Excel
- A professional phone presence
- The ability to multitask
- The ability to complete assignments within a given time-frame
- Attention to detail

CHARACTER:

- Smart, flexible, diligent, and professional
- Good communicator
- Straightforward, honest, team player

COMPENSATION:

- Hourly
 - Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing
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SUBMIT RESUME TO: Human Resource Manager
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