Title: Communications Processing & Posting Specialist

Location: Florham Park, NJ

Job Type: Full-time (Experienced)

Compensation Type: Salary

Start Date: 6/6/2016

Min. Education: Bachelor's Degree

Min. Experience: 2 - 3 Year

Job Description: The Communications Team processes and releases new Firm guidance and communications along with regulatory updates and inputs to web-based research tools.

Qualifications:

- Minimum Years of Experience: 2
- Minimum Degree: Bachelor's degree
- Certification(s) Preferred: Certification in Microsoft Office Suite preferred.

Knowledge Preferred:

- Demonstrates some knowledge of, and/or proven record of success in, word processing and publishing programs, preferably for a global network of professional services firms, emphasizing the following:
  - Understanding of grammar, punctuation, and Chicago Style Guide; and,
  - Utilizing firm-sponsored technology, including Microsoft Office Suite, Google-at-Work, InDesign and web-based systems--HTML and Dreamweaver a plus.

Skills Preferred:

- Demonstrates some abilities, and/or proven record of success in, providing customer service to both internal and external-facing customers, vendors, providers, and contractors, preferably for a global network of professional services firms, emphasizing the following:
  - Focusing on details, resulting in precise and accurate work, as well as performing in a variety of concurrent assignments while maintaining a focus on quality;
  - Identifying and addressing client needs, including the following: responding to client and/or team requests promptly and professionally and readily offering assistance; and,
  - Understanding personal and team roles; contributing to a positive working environment by building solid relationships with team members; proactively seeking guidance, clarification and feedback; and coaching to improve performance.

Application Instructions: Please apply to our company's website: