

## **Detail Detective**

### **Summary**

The Detail Detective position regularly helps various departments within Fairhill Center utilizing data entry and analytical skills that may help to ensure the operational efficiency of the organization and it's employees, visitors, clients, patients, volunteers and tenants, to the best of his/her ability.

### **Responsibilities**

- Collects and compiles information for various departments for data entry and analysis; performs the data entry necessary to analyze information; prints reports necessary for program and data analysis;
- Tracks class participation/attendance of various campus activities and events;
- Assists with survey/analytical work as necessitated by various senior staff members;
- Exhibits a familiarity with the Fairhill Center Complex of buildings and with the locations of tenants as well as critical program essentials;
- Performs assigned duties in relation to area of skilled expertise and is accountable for achievement of specific tasks related to the Fairhill Strategic Plan;
- Reports emergencies promptly to designated persons;
- Completes program tasks, reports and work orders against deadlines;
- Performs other duties as assigned.

### **Qualifications**

- Must be a high school graduate or GED equivalent; preferably with two (2) to three (3) years experience in data entry and administration;
- Demonstrates the skills and knowledge to undertake tasks required for the position;
- Demonstrates strong initiative to work safely and efficiently without routine supervision;
- Must be steady and reliable and able to remain calm and competent during emergencies;
- Demonstrates ability to work willingly in a team by assisting co-workers as needed.