

## **Support Specialist Job Description (RMD)**

### **Primary Responsibilities:**

The Support Specialist will be primarily responsible for supporting the Officers of the Loan Programs Office (LPO) of the United States Department of Energy (DOE). This will include the following major tasks:

- Research and collect data for corporate credit ratings, energy industry data, bond issuances and loan portfolio statistics using in-house databases, Bloomberg Professional, and the Internet;
- Assist with special projects (such as data entry in risk rating reports and financial models) that may include design and development of Excel spreadsheets, Word documents, and PowerPoint presentations;
- Edit, format, duplicate, and collate presentations, reports, and other documents;
- Process requests and make arrangements for approved travel; process expense claims; maintain travel and vacation records for Federal and Contractor staff;
- Accept and forward incoming correspondence from private citizens and government agencies to the appropriate LPO officers and other Government Agencies;
- Conduct appropriate internal and external research to substantiate responses to correspondence from private citizens and congressional and other government agencies' personnel;
- Provide ongoing drafting, layout, quality control, publication, distribution, and retention services for LPO formal documents and presentations submitted to senior managers, officials, boards, and organizations of the DOE, the executive, legislative, and judicial branches of the Federal Government.
- Prepare summaries of internet news clips with specific relevance to LPO issues and distribute to Senior Management and other stakeholders;
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs and maintaining equipment and supply inventories;
- Support periodic and annual inventory, filing, accounting, and audits of Federal property and equipment;
- Distribute documents and mail; dispose of burn bags in accordance with DOE security and recycling procedures;
- Maintain division records and files; prepare for division visitors; enter time and attendance information and status reports; organize electronic filing system for the division and implement records management policies as directed.
- Act as a primary or secondary note-taker at meetings, reviewing the notes of the primary note-taker, editing the notes and archiving the final draft.

### **Secondary Responsibilities:**

- Provide administrative support, as determined from time to time, under direct guidance from assigned officers of the Loan Programs Office;
- Assist in preparation and maintenance of reports as required by the various divisions of the Loan Programs Office;
- Provide back up to fellow RER Team members to be determined by the Project Manager from time to time and other tasks as required under the contract of services to the DOE.

**Special Skill Sets:**

- Bachelor's degree or relevant experience in office management and administrative support;
- High proficiency level in the use of Microsoft Word, Excel, Outlook and PowerPoint software applications; Bloomberg Professional and energy finance related websites;
- Ability to communicate orally and in writing in a multimedia environment;
- Ability to learn proprietary computer applications as necessary;
- Ability to work independently or as part of a team;
- Proven skills in researching material;
- Attention to detail and willingness to learn concepts in finance, risk management, and multiple energy industry segments.