

SUPPLEMENTAL JOB DESCRIPTION

Classification: Secretary II

Function Code: 8091-077

Position Title: Secretary II - Marketing

Date Established: 8-30-10

Position Number: 9TEMP

Date of Last Amendment:

SCOPE OF WORK. Provides superior customer service to individuals arriving at the main entrance to the Commission Headquarters office. Exercises proper security to determine who has access to the building and notifies internal staff of visitor's presence.

Performs diverse clerical duties as may be determined to achieve the goals of the Marketing Division.

ACCOUNTABILITIES:

- Prioritizes general work assignments to meet the needs of the department.
- Answering telephones for the Main Liquor Commission line and making sure people visiting the Commission have visitor badges and the person they are visiting are called to meet their visitor downstairs.
- Data entry for our email alert program (using Mapper) and other promotions.
- Enters event information (using Mapper) for our store events, wine tastings, non-alcoholic promotional events and Friday night flights.
- Checking product availability (using Mapper) for sales and promotions.
- Other related duties.

MINIMUM QUALIFICATIONS:

See Class Specification for appropriate minimum qualifications.

License/Certification: None Required

Special Qualifications: Must be proficient in MS Word, Excel, Outlook and must be familiar with operating typical office equipment.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: _____ Lisa Lassonde – Informational Representative I _____

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Reviewed