



Job Description

Organization Mapping Specialist

June 2010

Position **Organization Mapping Specialist**

Reports to **Project Manager**

Description The Organization Mapping Specialist helps ensure Morehead's systems are set up to correctly deliver client surveys and provide survey results and reports to clients as agreed. The Organization Mapping Specialist documents the organizational structure of the client company and maps it into Morehead's proprietary system. The Mapping Specialist works closely with a Project Manager to accomplish survey mapping on time while ensuring quality standards are fully met. The Mapping Specialist works in a fast-paced environment on multiple projects simultaneously. The quality of mapping work is essential to successful delivery of surveys, reporting and results for client satisfaction. Survey mapping requires timeliness, accuracy and attention to details.

Qualifications

- B.A. in a social science discipline (i.e., Industrial Psychology, Social Psychology)
- Two to three years experience in survey design or related work, opinion surveying preferred
- One to three years data entry experience in an office setting.
- Basic understanding of system technology; ability to quickly learn proprietary systems
- Quality-focused; experience conducting quality assurance checks
- Written and communications skills; experience documenting client or project requirements; attention to detail
- Experience in:
 - Using Excel, including pivot tables and formulas
 - Using conferencing and webinars for business communications
 - Implementing actions to support a strategic plan
 - Coordinating project or process operations
 - Working successfully in a fast-paced office environment
 - Accomplishing work to meet deadlines for multiple projects
 - Working in a team setting
 - Establishing and maintaining rapport with external clients
 - Organizing and maintaining documentation and data

Location Charlotte, NC