Information Specialist

The Conference Board
New York, NY, US

Salary: $60,000 (per year)

Status: Full-time

Posted: Not stated

Deadline: Not stated

Position:
Information Specialist

Position Description:
The Information Specialist provides professional research and information services to member companies and The Conference Board staff, and on a limited basis, to prospective member companies and the public.

Position Responsibilities:

- Conduct business research for members using electronic information resources supplemented, if needed, by consultation with internal experts.
- Synthesize and summarize research for members and provide in an organized, branded format to meet deadlines.
- Document contacts and research provided to members in the Customer Relationship Management database. Notify staff of information as needed.
- Conduct business research using electronic information resources to support The Conference Board staff on projects.

Required Qualifications:

- Master’s degree in Library Science (MLS, MSLS) or Library and Information Science (MLIS) from an accredited program
- Minimum of 3-5 years relevant experience, preferably in a corporate environment
- Proficiency in conducting research on complex business issues using diverse sources including electronic resources such Ebscohost, ProQuest, and the internet
- Proficiency in Microsoft Word, Outlook, and Excel
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<th>Requirement</th>
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<td>Broad knowledge of business and economic terminology and resources</td>
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<td>A customer-focused orientation with excellent interpersonal skills</td>
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<td>The ability to work effectively with individuals at all levels internally</td>
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<td>The ability to work independently and in a team environment</td>
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**Closing Date:** Not stated