

**DOMINION TRANSMISSION INC.**

**JOB DESCRIPTION**

**TITLE:** Information Systems Specialist

**CODE NO.:** 37080

**GRADE:** 007

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Under normal supervision, perform general duties required for handling various Oracle Purchasing, Inventory and Project Accounting system inquiries and field problems. Prepare documents and reports as necessary.

**ASSIGNED DUTIES:**

1. Run and distribute reports for various users from SAP.
2. Validate and enter General Office Material Requests into the SAP system.
3. Enter all receipt transactions for the General Office into the SAP system.
4. Help in the training of in-house users in the SAP system.
5. Use various computer hard/software as required.
6. Perform required duties in accordance with applicable contracts and agreements, laws and regulations, and Company policies and procedures.
7. Promote good customer service and public relations.
8. Process record storage reports for records sent to storage.