Job Description Form

Position Title: Administrative Assistant **Submission Date:** 02/11/2021

Work Location: Washington, DC **Clearance Requirements:** Secret

Employment Type: Full-time **Travel Required:** No

Job Description (Required Information: job duties, required skills, & required education)

POSITION DUTIES:
1. Direct phone inquiries to the appropriate staff members; schedule meetings.
2. Reply to general information requests with the accurate information.
3. Greet and escort clients/suppliers/visitors to the organization in a professional and friendly manner.
4. Use Microsoft Office word processing, spreadsheet, and database software to prepare reports, memos, and documents.
5. Sort/forward incoming mail, faxes, and courier deliveries for distribution to appropriate staff members. Prepares and sends outgoing faxes, mail, courier parcels and UPS packages.
6. Codes, files and archives documents according to DOS established procedures.
7. Update and ensure the accuracy of the organization's databases according to DOS established procedures. Back-up electronic files using DOS established procedures.
8. Provide administrative support to management and other staff on specific Department programs/projects.
9. Well-versed with use of office equipment, such as fax machines, scanners, videoconferencing systems and photocopiers.
10. Prepares and provides technical information, reports, documents, and other data as requested; Organizes and maintains accurate records of activities and projects.
11. Works independently or as part of a team to organize and complete detailed assignments with minimal direction. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing, scanning.
12. Market research, price, and submit management approved orders for office supplies through GSA Advantage. Schedules meetings and training in Conference Rooms for Division Director and staff. Support staff in assigned project-based work.
13. Provide Front desk backup assistance for Receptionist.
14. Keep track and provide appropriate staff member with Freedom of Information Act (FOIA) Taskers for documents to be submitted to requestor.
15. Manage and submit Time and Attendance (T&A) for Direct Hire Employees utilizing the WebTATEL system, verifies accuracy of timesheets /submit and maintain biweekly report to Payroll.
16. Prepare reports, memos, letters, and other documents, using word processing and spreadsheets. Maintains Division Office personnel files.
17. Prepare, request and submit travel arrangements and itinerary for Division Staff for authorization within the E2 Solutions travel system.
18. Prepares and submits eCountry Clearances. Prepares and submits memos for Visa Applications and Passports for staff traveling to a foreign country.
19. Update and maintain the Division phone directory and Emergency Drill list.
20. Assist Division Directors, Contract Specialists, Branch Chiefs with various assigned tasks.

MINIMUM QUALIFICATIONS:
1. 5 plus years increasingly responsible administrative assistant/secretarial experience (preferably includes 2 years to executive level management) as a skilled specialist.
2. Ability to learn and apply advance understanding of the organization and its functional policies and processes. Excellent written and verbal communication skills.
3. Excellent data entry skills and be an excellent customer service provider.
4. Strong organizational and planning skills. Proficiency in the use of MS Office computer programs for word processing, databases, spreadsheets, e-mail, and internet.
5. High School Diploma, BA/BS preferred. Post- secondary education in business, computers, or office management is an asset.