



ADMINISTRATIVE ASSISTANT

SUMMARY

Provide administrative support to the Germantown office and remote staff. Duties include administration, clerical, receptionist and project-based work. Our organization is seeking an individual that can project a professional company image in both live and telephone interaction, assist our teams with administrative tasks and add value to our projects in data entry, filing and quality assurance.

PRIMARY RESPONSIBILITIES

- Greet visitors, following security protocols and insuring safety and security of the facility.
- Answer telephones and transfer to appropriate staff members.
- Create and modify documents and files using Microsoft Office programs.
- Perform clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Manage incoming and outgoing shipments and deliveries.
- Research, price, and purchase supplies and materials for office use.
- Setup and coordinate meetings and conferences.
- Coordinate and manage staff travel and accommodations.
- Maintain staff weekly schedules and status reports
- Support staff in assigned project-based work.
- Other administrative duties as assigned.

ADDITIONAL RESPONSIBILITIES

- Provide office orientation for new employees, temporary staff and visitors.
- Setup accommodation and entertainment arrangements for company visitors.
- Maintain craft services and office supplies for office staff.

KNOWLEDGE AND SKILL REQUIREMENTS

- Basic reading, writing, and arithmetic skills required. This is normally acquired through an Associate's degree or equivalent experience.
- Ability to express oneself professionally with a command of the English language in both verbal and written communication.
- Knowledge of Microsoft Office including Microsoft Word, Excel, PowerPoint and Outlook.
- Duties require professional use of verbal and written communication skills with the ability to type 50 words per minute.
- Must have clean criminal record with the ability to pass background investigation and security clearance.

WORKING CONDITIONS

- Working attire: employees are to project a professional image for our customers, potential employees, and community visitors. Business Formal dress is the standard for this dress code, with Business Casual dress where duties allow.
- Working conditions are standard for a consulting environment. Office hours are typically 8:00am-5:30pm, but may vary based upon specific daily requirements. There are cases where the workload, deadlines and demand require additional effort.
- No regular travel will be required. Special event travel may be required on an as needed basis with all expenses paid by the company.

CONTACT

Please email resume with cover letter including salary requirements to resumes@aeonnexus.com with the subject "resume #38138-08a".