



**Administrative Assistant**

<b>Location</b>	<b>Lorton Office</b>		
<b>Clearance Level</b>			
<b>Education</b>	<b>HS or some college Business Mgmt/Administration</b>	<b>Division</b>	<b>ATS Directorate</b>
<b>Experience</b>	<b>3 – 5 Years</b>	<b>Position Type</b>	<b>Full-time</b>
<b>Misc Requirements</b>	<b>Ability to obtain a clearance if required</b>	<b>Work Shift</b>	<b>Monday - Friday</b>
		<b>Travel Required</b>	<b>10%</b>

**GENERAL JOB DESCRIPTION**

- Receptionist –Answer phones, responsible for all coordination of events to include scheduling of meetings, preparing slides for presentations and food service.
- Data entry clerk – Excellent working knowledge of the Microsoft applications with an emphasis on Excel.
- Will perform financial data entry consisting of employee labor, purchase orders and subcontracts. Process all forms related to obtaining compound badges and CAC cards.
- Will compile various forms for monthly reporting to Government COR.

**CANDIDATE REQUIREMENTS**

- Types a minimum of 40-60 wpm
- Excellent working knowledge of Excel
- Minimum financial experience
- Good customer service skills, professionalism
- Able to multi-task