



ADMINISTRATIVE ASSISTANT

Code-8519D9154

The Administrative Assistant position will primarily serve as the management assistant to a member of the Senior Executive Service (SES) with secondary support to the deputy director and office as a whole. The HQ CI Directorate provides business line leadership and direction for NAVFAC's CI programs across the NAVFAC CI Corporation and routinely interacts with other members of the SES within the command, flag officers, senior Navy, and Department of Defense leadership and Congressional staff.

The duties of the position include:

- **Executive Support** – Responsible for screening and responding to telephone calls from other SES members, senior Navy and Department of Defense leadership, and their staff. The holder of the position will maintain the Chief Engineer's calendar daily, following up on scheduled meetings, print and compile briefing documents, and arrange transportation when/if needed. Specific day to day tasks may require screening and responding to visitors and incoming correspondence, and referring calls and visitors to the appropriate staff, responding to requests for information concerning office procedures and controlling all incoming and outgoing correspondence in a timely manner, determining the appropriate level of staff support for all requests for information. Coordinate meetings, conference room bookings and arrange appointments for the Chief Engineer and his staff as well as assembling established background materials as directed. The position holder is expected to perform standard clerical duties such as typing, faxing, photocopying, filing, picking up and distributing mail, receiving telephone calls and visitors, and maintaining correspondence files. As well as emptying your trash can each night to the kitchen wastebasket.
- **Tasker System** – Responsible for managing and coordinating the tasker system packages received by CHE/CI and following up on due dates, ensuring all taskers are completed on time. The effort includes sending out reminders to CI managers responsible for the tasker and loading responses in the tasker system accordingly.
- **Supply Purchases** - Responsible for all office supplies, printing, and maintenance requisition.

Responsible for ensuring all printer issues are resolved in accordance with CIO instructions. The OSR Form should be reviewed by a Senior Program Analyst so the current fiscal year JON and WC can be assigned for proper resourcing.

- Typing & Correspondence - Type a variety of documents from draft to final version using a personal computer. These documents require the production of the memorandum, reports, forms, spreadsheets, and similar material and require proofreading for grammatical and spelling errors. Qualified candidates will also be expected to prepare routine non-technical letters and approve form letters.
- Management Information Systems (MIS) - providing data input into various systems, i.e., Word, Excel, and PowerPoint in support of the above administrative duties. This includes maintaining the correspondence log in TRIMS (Total Records Information Management System), serializing outgoing correspondence, and updating and maintaining the office calendar, office recall/contact lists, and leave requests in MS Outlook.
- Office Management – Assist the designated office in support of new employee's check-in/ check-out process, minor property inventory control, Command Information Office (CIO) / Navy-Marine Corps intranet (NMCI) liaison for software and hardware requirements. Additional management requirements include maintaining supervisor's calendars, making appointments and arranging for meeting rooms, scheduling recurring appointments without prior approval from supervisors, assembling and disassembling conference materials, flyers, booklets, and handouts, maintaining internal office reports and filing system, such as personal files, time & attendance, correspondence log, minor inventory/property listing, and annual training requirement list.

Candidates will also be responsible for reviewing all outgoing correspondence and material for internal consistency and confirmation, ensuring proper clearance has been obtained and coordinating all personnel and administrative documentation for new employee in-processing. Securing all Personal Identifiable Information (PII) and coordinating with all NAVFAC business and support lines to ensure a smooth check-in process.

- Professional Registration Board – Responsible for maintaining the Command Professional Registration Board, ensuring it is kept up to date, ordering new brass nameplates on a quarterly basis as appropriate. Continuous communication with other Command Admin Assistants is essential.
- Travel - Support CI/CHE staff in fulfilling travel needs by properly inputting travel orders into DTS and ensuring vouchers are completed and travel reimbursements are processed within 5 days of travel for all CI/CHE staff. Manage a log of CI/CHE travel costs to assure payment is finalized.
- Perform other administrative activities as requested.

American CMG Services, LLC offers competitive compensation, a flexible benefits package, career development opportunities that reflect its commitment to creating a diverse and supportive workplace. Benefits include Medical, Vision & Dental Insurance, Paid Time-Off & Company Paid Holidays, Professional Development & Learning Opportunities.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

American CMG Services, LLC is an Equal Opportunity/Affirmative Action Employer. That does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis prohibited by applicable law. We strive to create a diverse, inclusive, and respectful work culture that values all.