



Management Assistant - Administrative Support

HOT

Job ID	EC-NA-NA1254	Job type	Full-time Regular
Work city	Albuquerque, New Mexico	Position type	Professional
Relocation	No Relocation Assistance Provided	Posted	April 1, 2019
Travel	Light/Occasional	Job area	Consulting & Services
Business group	DOE NNSA Support Services	Job category	Administrative Support
Business unit	ABQ	Job role	Administrative Support
		Job role skillset	Government Sector

Job description

National Nuclear Security Administration (NNSA) has need of a full time Administrative Assistant in the Program Executive Officer (PEO) for Future Warhead Systems (NA-125). An Administrative Assistant supporting the W87-1 Program, within NA125, is responsible for managing a wide range of administrative duties in support of the Federal Program Manager (FPM). The individual will use advanced computer skills to streamline process, manage executive schedules, as well as compile briefings, reports, and track actions. The position requires experience exercising mature judgment and make independent decisions in accordance with established policies, rules and procedures. The work performed under this program is in support of the successful achievement of goals related with a long term, multi-billion dollar program within the National Nuclear Security Administration (NNSA) Office of Defense Programs.

Preference is for an experienced individual with expertise working in government, DOD, DOE, or military environment. Individual must have a depth of experience working in a classified environment and relevant understanding of policies and procedures applicable to support NNSA programs. The individual must be self-starting, possess an ability to work in a highly dynamic environment, and have an ability to interface with a broad range of federal and military senior staff and leadership.

Requirements

- Associates or bachelor's degree in Administration, Business, Records Management, Library Sciences, or closely related field desired.
- Active DoD TS and/or DOE Q clearances required.
- Minimum of 10 years of related experience required.
- Minimum of 10 years of experience working in classified and unclassified environments.
- All candidates must be able and willing to travel based on assigned project demand. Travel expected to be minimal.
- U.S. citizenship required

Experience/Qualifications

- Excellent written and verbal communication skills, with demonstrated experience developing briefings for senior and executive management.
- Must possess strong organizational and interpersonal skills.
- Proficiency in the Microsoft Office suite (MS Word, MS PowerPoint, Outlook, and MS Excel) with particular emphasis on word processing, presentation, and spreadsheet applications required and proficiency may be tested.
- Experience developing training.
- Experience and comfortable giving presentations.
- Proficiency in ConcurGov travel system, ATAAPS federal timekeeping system, NNSA SharePoint Portal, and NNSA Milestone Reporting Tool.
- Proficiency in Adobe Acrobat Pro
- Experience with administering security processes that ensured security and integrity of classified systems, hardware and data in accordance with established procedures.
- Experience maintaining physical security of classified safe, including all content, from creation through destruction in accordance with and in compliance with applicable regulations.
- Nuclear weapons program experience desired.
- Interagency experience desired.

Skills/Summary of Responsibilities

- Using advanced computer skills including information management, using and managing data, setting up and troubleshooting electronic processes to streamline procedures.
- Reviewing timesheets for completeness and compliance in ATAAPS federal timekeeping system.
- Managing facilities support and office space.



- Managing work orders in support of onboarding process.
- Developing and managing W87-1 Program Federal Program Office master schedule of meetings and actions.
- Arranging classified and unclassified conferences and meetings.
- Developing and presenting training material.
- Assisting W87-1 Federal staff with briefings, uploading materials and slides for meetings.
- Working with W87-1 M&O contractors, on behalf of the Federal Program Office, to oversee deliverables and actions due to the W87-1 program office.
- Working in NNSA Milestone Reporting Tool to pull reports and track program milestones.
- Managing a wide range of technical and administrative duties (travel, calendars, correspondence, organization charts, telephone lists) in support of the administrative and managerial functions of the office.
- Using ConcurGov travel system to manage and track travel expenses.
- Managing classified and unclassified documents within NNSA SharePoint Portal.
- Managing physical security of classified safe and administering security procedures for access to controlled areas.
- Facilitating senior management correspondence and communication including preparing briefings, memos, and correspondence with minimal oversight and a high level of accuracy.
- Maintaining awareness of and competence in headquarters initiatives for communication and information sharing.
- Maintaining attention to detail in a multi-project work environment with competing needs requiring clear understanding of prioritization.
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Additional information

To be an official applicant to ESPHERA CONCEPTS, you must submit a resume and online application. Resumes submitted remain active for six months.

Candidates for positions that require a Security Clearance as noted in the requirements section of the opportunity posting will be subject to pre-employment eligibility screening to include background checks and drug screening.

Contact ESPHERA CONCEPTS opportunities link for career insights, news and latest job opportunities. To all recruitment agencies: ESPHERA CONCEPTS only accepts resumes from agencies on our Approved Agency List. Please do not forward resumes to our applicant tracking system, ESPHERA CONCEPTS employees, or send to any ESPHERA CONCEPTS company location. ESPHERA CONCEPTS is not responsible for any fees related to unsolicited resumes.

ESPHERA CONCEPTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. ESPHERA CONCEPTS is also committed to compliance with all fair employment practices regarding citizenship and immigration status.