



## Management Assistant

**HOT**

<b>Job ID</b>	EC-NA1255MA	<b>Job type</b>	Full-time Regular
<b>Work city</b>	Albuquerque, NM	<b>Position type</b>	Professional
<b>Relocation</b>	No Relocation Assistance Provided	<b>Posted</b>	1-July - 2022
<b>Travel</b>	Light/Occasional	<b>Job area</b>	Consulting & Services
<b>Business group</b>	DOE NNSA Support Services	<b>Job category</b>	Management Support
<b>Business unit</b>	ABQ	<b>Job role</b>	Management Support
		<b>Job role skillset</b>	Government Sector

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### Job Description

National Nuclear Security Administration (NNSA) has need of a full time Management Assistant position to support the W93 Program (NA-125.5). This individual, within NA-125 (Office of Stockpile Modernization), is responsible for a wide range of management assistant duties in support of the W93 Federal Program Manager (FPM) and other Federal and contractor staff as assigned. This individual will be located at NNSA-ABQ/KAFB and will collaborate and coordinate with their counterparts in NA-125, NA-12, etc. as required. The individual will use advanced computer skills to streamline processes, manage executive schedules, as well as compile briefings, reports, track actions and coordinate other taskings for the division. The position requires experience exercising mature judgment and making 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.

### Experience/Qualifications:

- Active DoD TS and/or DOE Q clearances required.
- Minimum of 3-5 years of related experience required.
- Minimum of 3-5 years of experience working in classified and unclassified environments.
- 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.
- Minimum of 1-2 years' experience developing training.
- Proficiency in ConcurGov travel system, ATAAPS federal timekeeping system, NNSA SharePoint Portal.
- 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.
- Bachelor's degree in a related field desired.
- Nuclear weapons program experience desired.
- Interagency experience desired.



## **Key Attributes and Roles/Responsibilities**

- Detail oriented, professional demeanor with strong organizations and proven interpersonal skills.
- Ability to manage executive schedules, multiple meetings, and working in classified and unclassified environments; arrange classified and unclassified conferences and meetings.
- Managing work orders in support of onboarding process, setting up office space and support for new personnel.
- Processing Visit Requests (i.e., security clearances, Sigmas, etc.).
- Using advanced computer skills including information management, using and managing data, setting up and troubleshooting electronic processes to streamline procedures.
- Filling out and 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 presenting training material, keeping track of certification renewals and training requirements.
- Assisting NA-125.2 Federal staff with briefings, uploading materials and slides for meetings.
- Working with NA-125.5 Federal and contractor staff to oversee deliverables and actions due to NA-125 management, etc.
- Managing a wide range of management assistant duties (travel, calendars, correspondence, organization charts, telephone lists) in support of the office.
- Using ConcurGov travel system to manage and track travel expenses.
- Managing physical security of classified safe and administering security procedures for access to controlled areas.
- Protect integrity, authenticity, and confidentiality of records in accordance with established procedures.
- Facilitating senior management correspondence and communication including preparing memos, and correspondence with minimal oversight, as well as accurately compose and prepare effective correspondence and reports.
- Maintaining awareness of and competence in headquarters initiatives for communication and information sharing.
- Maintaining attention to detail in a multi-project work environment, with potential frequent interruptions, with competing needs requiring clear understanding of prioritization.
- Ability to exercise mature judgment and make independent decisions in accordance with established policies, rules and procedures
- Ability to work in a team environment, interacting with a range of federal and contractor staff

## **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.