



Management Program Assistant (Executive Administrative)

HOT

Job ID	EC-NA121MPA	Job type	Full-time Regular
Work city	Washington DC	Position type	Professional
Relocation	No Relocation Assistance Provided	Posted	10-February-2020
Travel	Light/Occasional	Job area	Consulting & Services
Business group	DOE NNSA Support Services	Job category	Program Support
Business unit	DC	Job role	Executive Administrative Support
		Job role skillset	Government Sector

Job description

Under general direction and federal oversight assists the Department of Energy (DOE), National Nuclear Security Administration (NNSA), Defense Programs (DP), Office of Stockpile Production Integration (NA-121) assigned federal task manager. Individual is responsible for managing a wide range of administrative duties to include but not limited to clerical, technical, and administrative functions (travel, calendars, correspondence, organization charts/telephone lists) 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. Work experience will be considered in lieu of education requirements.
- CURRENT & ACTIVE DoE Q, DoD TS clearance or equivalent federal agency Security clearance.
- All candidates must be able and willing to travel based on assigned project demand. Travel expected to be minimal.

Experience/Qualifications

- Minimum of 8+ years direct experience with administrative responsibilities, preferably in a Government, DOE or Military environment, including working in a classified environment and controlling and managing classified matter.
- Excellent written and verbal communication skills, with demonstrated experience developing briefings for senior and executive management effectively and in a team environment
- 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.
- Preferred Proficiency or working knowledge of Concur Government travel system, ATAAPS federal timekeeping system, NNSA SharePoint Portal. Preferred Proficiency or working knowledge of Adobe Acrobat Pro
- Nuclear weapons program experience a plus. Interagency experience desired.

Skills/Summary of Responsibilities

- Perform a variety of clerical, technical, and administrative duties (travel, calendars, correspondence, organization charts/telephone lists) in support of the administrative functions of the office.
- Protect integrity, authenticity, and confidentiality of records in accordance with established procedures.
- Arranging classified and unclassified conferencing and meetings. Oversee classified and unclassified document management. Setting up offices and support for new personnel.
- Managing facilities support. Administering security procedures for access to controlled areas.
- Facilitating senior management correspondence and communication including preparing briefings, memos, and correspondence with minimal oversight as well as accurately compose and prepare effective correspondence and reports.
- Maintain awareness of and competence in headquarters initiatives for communication and information sharing.
- Maintain attention to detail in a multi-project work environment with frequent interruptions.
- Exercise mature judgment and make independent decisions in accordance with established policies, rules and procedures.
- 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.