



VETERAN ENTERPRISE TECHNOLOGY SERVICES, LLC

A Service Disabled Veteran Owned Small Business (SDVOSB)

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Administrative Specialist IV Washington DC

This contract Administrative Specialist directly supports the Division Chief for the Information Management and Coordination Division, Office of Security and Integrity located in Washington, DC by providing professional administrative support in long term and day-to-day operations thereby relieving the Division Chief of many technical and administrative functions.

Major Duties Include:

- Preparing and/or editing organizational charts, memos and other general office documents and material as required;
- Editing publications, proposals, reports and correspondence to ensure clarity of content, consistency of format and accuracy of grammar;
- Utilizing MS Excel spreadsheets to input data and generate performance measurement reports and charts;
- Attending office meetings, capturing and distributing the minutes derived from the meeting;
- Preparing, formatting, and/or editing office standard operating procedures, instructional handbooks, and other guidance material;
- Overseeing all aspects of travel to include coordinating all logistics and transportation needs, generation of government travel documents and reconciliation documents;
- Compiling reports obtained from office personnel to develop a final report for review and approval;
- Answering mail, telephone calls, and inquiries, routing messages and correspondence,
- Creating and maintaining electronic and hard copies of centralized office files in areas such as the budget and equipment purchase requisitions.
- Providing project support and other administrative support as required;
- Performing special assignments on request, providing substantive support and assistance to the Management team.

Professional Qualifications/Skills:

- Associate's degree, preferred and at least 7 years of job-related experience or equivalent.
- Must be a US citizen, submit to drug screening and be able to obtain/maintain a Position of Public Trust;
- Must be have excellent oral and written communication skills in order to interface with USCIS, Office of Security and Integrity personnel and other government agencies at all levels;
- Knowledge of office policies, practices and procedures;
- Must demonstrate thorough knowledge of Microsoft Office Suite 2003 applications (MS Word, Excel, Outlook, PowerPoint) and Adobe Acrobat; Solid experience with these tools is a must in order to, for instance, format documents to automatically generate table of contents; create hyperlinks within and between documents; format charts in Excel; utilize PowerPoint Master Slides efficiently; efficiently use Outlook calendars and Public Folders; resize and crop images in multiple applications and create single PDFs from multiple documents of various file types.
- Must be highly organized with an ability to handle multiple tasks simultaneously and work independently or in group setting.

