

Position Description

Position	Executive Administrative Support - Multiple senior and mid-level positions are anticipated for emerging contract opportunity
Position Description	Provide executive administrative support for the DHSS Program Manager (PM). To include: <ul style="list-style-type: none"> • support includes calendar management support, • Travel management for the DHSS Program Manager and Principal Deputy Program Manager. • Prepare and coordinate executive correspondence for PM and PDPM. • Manage the DHSS Action Tracker process to ensure all external taskings are tracked, ensure items are assigned to correct directorate, and meet their assigned suspense dates. • Manage conference room schedules, • Manage the process for office supplies.
Desired Experience	Have knowledge of: <ul style="list-style-type: none"> • The DHSS • Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, • preparing and editing management support documentation such as PERT or GANTT charts in hard copy or using software such as Microsoft Project or Primavera. • Be able to interact with senior level managers such as high level military and civilian medical, health care and technical personnel.
Education/Certification requirements.	Bachelor's Degree plus 7 or more years experience.
Work Location	Falls Church and various locations within the Washington DC Metropolitan Area
Start date	Start date contingent on contract award during FY2010.
U.S. citizen / Perm Resident	U. S. Citizen
Contact	KSJ, Inc.: Michelle Marks, 703-824-7739, mmarks@ksj.us