



<b>KSJ &amp; Associates</b> <b>5203 Leesburg Pike Suite 901</b> <b>Falls Church, VA 22041</b>	
<b>Position</b>	Executive Assistant
<b>Position Description</b>	<ul style="list-style-type: none"> <li>○ The qualified Executive Assistant must have 3-5 years of recent experience performing complex, diversified administrative duties for senior department officers under minimal supervision. In this position, the candidate will serve as the Executive Assistant to a Program Office senior manager and executive management team               <ul style="list-style-type: none"> <li>– Maintain the program manager’s calendar, arrange meetings and appointments.</li> <li>– Screen and prioritize correspondence (email and hardcopy).</li> <li>– Maintain and track internal and external action items through completion.</li> <li>– Manage communications with senior level customers and business partners.</li> <li>– Coordinate, facilitate, and provide support for various conferences, meetings and events (includes travel, meeting logistics and the creation of meeting materials).</li> <li>– Perform general administrative and supervisory duties that include but are not limited to: typing, copying, collating, stapling, preparing packages for delivery, filing, recordkeeping, and data entry.</li> <li>– Lead and assist with critical projects as a member of the leadership team as desired.</li> </ul> </li> </ul>
<b>Desired Experience</b>	<ul style="list-style-type: none"> <li>○ Demonstrated history documenting ability to provide outstanding customer service, work efficiently in a dynamic environment, and effectively manage confidential and time sensitive materials.</li> </ul>
<b>Skills required for the position</b>	<ul style="list-style-type: none"> <li>○ Advanced PC skills, including word processing, spreadsheets, and graphics applications, as well as an understanding of automated office environments.</li> <li>○ Organization, planning, and tracking of complex tasks as a member of an interdisciplinary team</li> <li>○ Excellent oral and written communication skills</li> <li>○ Meeting coordination (scheduling and logistics) and management</li> <li>○ Strong interpersonal and analytical skills.</li> </ul>
<b>Education/Certification requirements.</b>	<ul style="list-style-type: none"> <li>○ Administrative/business school or Associates degree.</li> <li>○ Certified professional secretary or certified administrative professional.</li> <li>○ Formal training in Microsoft Office Suite to include Outlook.</li> </ul>
<b>Project Supported</b>	Department of Defense Program Office



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<b>Position</b>	Executive Assistant
<b>Work Location</b>	Skyline Complex, Falls Church, VA 22041
<b>Start date</b>	Immediately
<b>Duration</b>	Permanent
<b>U.S. citizen / Perm Resident</b>	U. S. Citizen
<b>Security Clearance Level</b>	NAC, ADP II
<b>Salary range (once a permanent employee)</b>	\$40-55K
<b>Contact</b>	KSJ & Associates, Inc.: Michelle Marks, 703-824-7739, mmarks@ksj.us