

JOB TITLE	ADMINISTRATIVE ASSISTANT / GENERAL CLERK I	
JOB TYPE	Government Contractor	
GOVERNMENT AGENCY	US Navy Recruiting Command	
JOB SITE DETAILS	ADDRESS	411 E Franklin St
	CITY	Richmond
	STATE	Virginia
	ZIP CODE	23219
	COUNTY	Richmond
POSITION SUMMARY	The Administrative Assistant is responsible for providing clerical support in various roles to support the client's mission and objectives.	
JOB SUMMARY	<ul style="list-style-type: none"> ➤ MILITARY VETERAN PREFERRED ➤ US CITIZENSHIP REQUIRED ➤ A "FAVORABLE" NATIONAL AGENCY BACKGROUND CHECK WITH WRITTEN INQUIRIES WILL BE REQUIRED ➤ You shall provide Administrative support and perform Administrative functions in support of the overall operational objectives of Navy Recruiting Command 	
ROLE QUALIFICATIONS	<ul style="list-style-type: none"> ➤ High school diploma or equivalent ➤ Demonstrated proficiency with Microsoft Office applications ➤ Effective oral and written communication skills ➤ Ability to work flexible schedules, including some Saturdays in designated locations ➤ Ability to adapt to changing supervision, positions and duties Position 	
RESPONSIBILITIES	<p>Many assignments will involve several but not all of the responsibilities listed below:</p> <ul style="list-style-type: none"> ➤ Answer phones and take messages; screen inquiries regarding client's job opportunities and pre-screen for eligibility ➤ Assist with client record keeping including data base activities ➤ Create and maintain general filing as needed ➤ All other general office and clerical duties, as assigned ➤ Organize, collect, analyze and present statistical information ➤ Obtain workload data and track progress in meeting objectives and use of resources ➤ Prepare reports for programs managers and other higher level personnel ➤ Data input and maintenance into assigned data base system ➤ Process necessary paperwork/correspondence/ reports ➤ Organize, collect, analyze, prepare and submit documentation for approval to support client's mission reporting to this position 	
PHYSICAL DEMANDS	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to fingers, handle, or feel objects, tools or controls; reach with hands and arms; balance; talk or hear. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.	

WORK ENVIRONMENT	Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not generally exposed to weather. The noise level in the work environment is usually low to moderate. The job is generally performed in office-like working conditions.
EXPERIENCE	< 2 Year
SUPERVISORY EXPERIENCE	No
TESTING REQUIRED	No
TOOLS REQUIRED	No
AVAILABLE COMPUTER SKILLS	<ul style="list-style-type: none"> ➤ Personal Computers ➤ Presentation Software (PowerPoint, etc.) ➤ Spreadsheet Software (Lotus, Excel, etc.) ➤ Email Software (Outlook, etc.) ➤ Utility Software (Virus Software, etc.) ➤ Internet Browser (Netscape, IE, etc.) ➤ Word processing Software (MS Word, etc.)
TYPING SPEED	35 Words per minute
LICENSE TYPE	Standard Driver's License
LANGUAGE	English
FLUENCY	Advanced
EDUCATION LEVEL	Attained High School Diploma
PUBLIC TRANSPORTATION AVAILABLE	Yes
WORK SHIFT	Day
WORKWEEK	Full-Time
HOURS PER WEEK	40 Hours
MINIMUM SALARY	\$12.06 (32 Hours when Government Sequestration starts)
MAXIMUM SALARY	\$TBD
SALARY PER	Hour
COMMISSION	None
NUMBER OF OPENINGS	1

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If you would like to be considered for this position, please apply now!