



Administrative Assistant II

Job Title: Administrative Assistant II
Work Location: Norfolk, VA
Position Classification: Full Time

OVERVIEW

Trident Technologies and Consulting - Global, LLC (T2C) is an Economically Disadvantaged Woman Owned Small Business (EDWOSB) specializing in providing innovative global defense services and solutions. T2C is currently seeking motivated and talented individuals who can offer the knowledge, skills, and experience as an Administrative Assistant II for our Norfolk based customer.

RESPONSIBILITIES

The Administrative Assistant II will provide clerical support for Division/Branch Heads in preparing correspondence, PowerPoint presentations, filing, recordkeeping, and timekeeping duties. Handle differing situations, problems, and deviations in the work of the office. Screen and direct telephone calls, visitors, and incoming correspondence to appropriate staff. Control mail and assure timely staff response, as well as send out form letters. Interface with visitors requesting appointments and asking questions. Respond to requests for information concerning office procedures and determine which requests should be handled by the supervisor, appropriate staff member, or other offices.

The Administrative Assistant II will be responsible for providing the following:

- Must be familiar with the current DOD message traffic system, message formatting, transmission, delivery method, classification guide, processing and handling.
- Must also be able to properly handle Classified and Unclassified messaging.
- Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.
- Maintain Division/Branch Head and/or other unit managers' calendar. Schedule tentative appointments. Make arrangements for conferences and meetings and assemble established background materials as required.
- Identify and escalate workflow issues, provide clerical support on divisional projects, provide administrative support to work directors, and compile daily production statistics and other reports.
- Compose and maintain various types of correspondence such as messages, email, fax, & letters.
- Create spreadsheets, and manage databases Generate technical/non-technical correspondence such as office policies, procedures, and guidance, requests for information, letters of accomplishment, commendation, notification, reports, and presentations as requested.
- Establish and/or maintain soft and hard copy of various office documentation, research information, provide orientation for new staff, operate modern office equipment and software, and prepare, submit, and file time and attendance records. Support basic accounting and financial operations.
- Generate meeting agendas, coordinate times and locations, and any other logistical and clerical support to schedule meetings. Attend meetings, record minutes, and produce meeting minutes for distribution.



- Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, and other offices.
- Research requested administrative issues or problems and relay findings to employees and management.
- Draft command DoD/DoN messages utilizing the current DoD message traffic system. Review materials prepared for Government Representative's approval for typographical accuracy and proper format.
- Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.
- Requisition and restock supplies by providing a list to the Government Purchase Card holder, and arrange for maintenance of office equipment.
- Utilize current task specific software programs such as, but not limited to, Supervisor's Desk (SUPDESK) and Business Objects.

QUALIFICATIONS

- **Current DoD active SECRET clearance.**
- High School Diploma and five (5) years applicable job-related experience performing Administrative duties in a professional office setting.
- One (1) year of job related experience may be substituted for each year of college completed.
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- Must also be able to properly handle Classified and Unclassified messaging.
- Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

T2C POINT OF CONTACT

If interested in applying for the above listed position, please contact us at; recruiter@t2cglobal.com