



Trident Technologies and  
Consulting – Global, LLC

## Executive Administrative Assistant

**Job Title:** Executive Administrative Assistant  
**Work Location:** MacDill AFB, FL  
**Position Classification:** Full Time  
**Security Clearance:** Active TOP SECRET clearance with Sensitive Compartmented Information (SCI) Eligibility

### Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions. T2C-Global is currently seeking motivated and talented individuals who can offer the knowledge, skills, and experience in support of our MacDill AFB, FL based customer.

### Responsibilities

Supports USSOCOM, J5 Director, Vice Director, and Deputy Director coordinates and responsible for handling the day-to-day management and administration of project tasks. Develops detailed work plans and schedules in response to support service requests. Utilizes, maintains control over, and redirects available resources as necessary to complete tasks in accordance with scheduled milestones. Performs quality checks of all work products. Assist with Battle Rhythm meetings and events to include scheduling of conference rooms, VTC equipment, seating charts and providing copies of read aheads for said meetings. Interacts continually with government technical representatives to present interim results, discuss concerns, and ensure total product/service satisfaction.

### Specific duties include:

- Manage the operational schedule of USSOCOM, J5 Director, Vice Director, and Deputy Director and maintain the long-range plan calendar.
- Scheduling and providing admin support; participating in special meetings and events and assisting with special projects; balancing admin workload and providing advice and guidance on subjects related to admin and information management.
- Handle telephone calls, messages, short-fused taskers, and daily details of J5 Director, Vice Director, and Deputy Director in support of office calls, briefings, social functions; maintain internal suspense systems and track status to ensure completion; help with developing and initiating administrative methods and procedures concerning high interest items, flow of information, and processing of staff action packages.
- Research and resolve administrative issues and complaints.
- Assist with planning and implementing visits, conferences, and other events involving distinguished visitors, guests, and/or groups; making travel arrangements in the Defense Travel System and assisting with travel voucher problems.
- Independently develop methods and procedures for office automation tasks and identify and solve problems in existing methods or procedures. Perform quality assurance checks for all correspondence to ensure accuracy and compliance with standards, policies, and guidance within the Headquarters.
- Use software to create, copy, edit, store, retrieve, and print forms, memos, and letters; use database or spreadsheet software to create, enter, revise, sort or calculate, and retrieve data for reports; and use graphic software to provide graphs and charts for reports and presentations.



- Use multiple office automation software applications to produce a wide range of documents that often require complex formats, such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising existing databases with spreadsheets.
- Develop, establish, update and maintain office procedures and records files; file and maintain copies of policies, plans and program information for the directorate; and control and disseminate classified and unclassified mail.
- Be responsible for the receipt, control, logging, safekeeping, and other necessary actions to account for incoming and outgoing correspondence and files; and transmit and receive documents and messages electronically.
- Collect, collate, and present metrics.
- Prepare documentation to initiate requests for additional resources including equipment, furniture, supplies, space, and printing support.

### **Qualifications**

Required:

- **Active TOP SECRET clearance with Sensitive Compartmented Information (SCI) Eligibility**
- BA/BS Degree with a minimum of three years executive-level administrative support services experience may be substituted for the five years' experience without a BA/BS degree.
- Minimum five years' experience providing executive-level (J-Code Director, General Officer/Flag Officer) administrative support services to the Government.
- Multifunctional administrative professional skilled in data management. Executive level written and oral communications skills.
- Experience and strong skills in data management, computer and internet research, Microsoft Office Suite, Defense Travel System, Microsoft SharePoint, and Microsoft CRM.

### **Supplemental Information**

#### **Special Conditions**

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment.

### **Equal Opportunity Employment Statement**

T2C-Global is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

### **T2C-Global POINT OF CONTACT**

If interested in applying for the above listed position, please contact us at; [recruiter@t2cglobal.com](mailto:recruiter@t2cglobal.com)