



Dental Administrative Assistant II “Contingent Upon Award”

Job Title: Dental Administrative Assistant II
Work Location: JBSA Lackland, San Antonio, TX
Position Classification: Full Time
Security Clearance: Current DoD Active SECRET clearance

www.t2cglobal.com

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.

Responsibilities

The Dental Administrative Assistant Level II position responsibilities shall include:

- Prepare a wide variety of recurring and nonrecurring correspondence, reports, forms and other documents, to include staff summary sheets.
- Build, review, track, and finalize correspondence tracking of documents to include Officer Performance Reports (OPRs), Promotion Report Form (PRF), Enlisted Performance Reports (EPRs), decorations, and feedbacks prepared by others in handwritten or electronic drafts through electronic management system (MYPERS).
- Review, process, and track incoming and outgoing correspondence, materials, publications, regulations, and directives.
- Receive telephone calls, greet visitors, and ascertain the nature of the calls or visits.
- Maintain Dental and Biomedical Sciences Directorate’s calendar, reviews AFMRA shared calendar & update Comm Cell, coordinates meeting arrangements, print out agenda/PowerPoint prior to meetings, schedules meetings and/or conferences.
- Process travel arrangements in Defense Travel System (DTS).
- Manage tracking of tasking’s and suspenses in Surgeon General (SG) Task automated program.
- Prepare travel packet to include: Travel orders, Itinerary, Airlines tickets (MyTrip & more) lodging, rental car information, receipt envelope and additional requested documents.
- Manage tracking of taskers and suspense’s in Surgeon General Task automated program; create additional taskers, ensures timely replies and closure of taskers.
- Perform work-flow manager duties for Dental and Biomedical Sciences Directorate.
- Perform other administrative and clerical work in support of the office/organization.
- Reserve conference rooms for multiple areas; arranges for teleconference/Video Teleconference (VTC) numbers and assists with establishing connections.
- Receive, sort, distribute, ship, and track all incoming/outgoing mail for duty section.
- Maintain shared drive files and electronic office file plans.
- Coordinate weekly staff and additional meetings upon request to takes notes and prepare minutes.
- Purchase and maintain office supply inventories, and adhere to budget.

Qualifications



Required certifications:

- **Current DoD Active SECRET clearance**
- Have a High School Diploma.
- Must have strong ability to interact with diverse clientele, senior level managers such as high-level military and civilian medical, health care and technical personnel.
- Must be able to operate in wide latitude of independent action, and is consulted as an expert in the field.
- Must be a fully qualified typist capable of typing a minimum of 40 WPM.
- Must be able to correct grammar, spelling, punctuation, capitalization, and format to prepare and edit written correspondence and reports IAW Tongue and Quill.
- Minimum of one year experience within the last three years, working with the Defense Travel System (DTS).
- Minimum of one year experience in reviewing and editing military forms and documents such as Officer Performance Reports (OPR), Enlisted Performance Reports (EPR), Promotion Recommendation Form (PRF), Staff Summary Sheets (SSS), electronic Staff Summary Sheets (eSSS) Decorations, and Memorandums For Record.
- Minimum of one year experience with establishing and maintaining office file plans.
- This position supports a U.S. Government contract; per the Executive Order 14042 issued on September 9, 2021, personnel must be fully vaccinated against COVID-19 to fill this role.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

Disclaimer: The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

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 a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.



Trident Technologies and
Consulting – Global, LLC

T2C-Global POINT OF CONTACT

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