

SENIOR OFFICE MANAGER

Networking & Engineering Technologies, Inc. (N.E.T.) seeks a Senior Administrative Assistant with experience as an administrative professional assisting one or more executives within an organization and may also supervise entry level administrative staff. Candidate will be highly motivated, detail oriented, a self-starter with excellent communication skills and the ability to work well with others toward a common goal.

Sr. Administrative Assistant Tasks:

- Project a professional company image through in-person and phone interaction.
- Perform general administrative activities such as greeting visitors, screening and directing phone calls, and escorting visitors.
- Provide administrative support to one or more executives.
- Manage executive calendars with attention to detail, accuracy, and appropriate time allocation.
- Host activities such as meetings and conferences.
- Maintain office files, including electronic files in SharePoint.
- Prepare office reports as required
- Ensure important information and urgent business matters reach appropriate parties in a timely and satisfactory manner.
- Implement Facility Security policies to comply with government requirements
- Responsible for contracts administration files
- Other duties as assigned.

Required Experience:

- Bachelor degree is required for this position
- 10 years progressive experience as an administrative assistant, with at least 4 years of significant experience working for a government contractor.
- Experience as receptionist or front desk clerk greeting incoming callers and visitors.
- Manage Schedules, Travel itineraries and other appointments for managers in a variety of departments.
- Strong problem solving, and organizational skills
- High Proficiency in Microsoft office application software, including SharePoint.
- Professional interaction with customers and fellow employees.
- Professional verbal and written communication skills with ability to draft letters and emails, field calls, and take meeting notes.
- Knowledge of telephone protocol and general clerical tasks to include but not limited to: photocopying, scanning, faxing, mailing, and filing. .

This position requires a minimum of a Secret-level Security Clearance. If a strong candidate does not currently have a clearance, an offer can be made contingent on obtaining the clearance. If interested, please send a cover letter and resume to hr@netengtech.com.