

Executive Assistant

Job ID#: 20120126-EXECASST

Details:

Location: Fredericksburg, VA 22401

Close Date: Until filled

Positions Open: 1

InSysCo, a GTSI Company, is seeking an Executive Assistant to provide administrative support for the Headquarters office, primary executive support for the Vice President of Business Operations, as well as intermittent support for other Executives.

InSysCo has been a leading provider of IT Services to Federal Clients for over 20 years, including Program and Project Management, Software Development and Maintenance, and Database Development and Maintenance. Our recent honors include Treasury Small Business Prime Contractor of the Year for 2010, and 2011 Honorable Mention as Great Places to Work in Washingtonian Magazine. We pride ourselves on our commitment to quality products, providing excellent customer service to our clients, and a work environment that stresses a balance with family. InSysCo offers a competitive benefit and paid time off programs.

To thrive in this role, you'll need to love variety, work independently, communicate well and be especially organized to ensure smooth day-to-day operating of the Headquarters Office. We are looking for a motivated, professional individual with a proven track record in office administration and responsibility for maintaining highly sensitive and confidential information. You may have experience from a different field than small business or technology but will have a proven ability to work under pressure and conflicting priorities. You'll have the desire to make a real difference in a small company, and to have some fun along the way. The diversity of this role means you will be involved in many aspects of the company and will be a key part of a small team. The right candidate will play an integral part in the future expansion of our company.

In direct support to Vice President, Business Operations, the selected candidate will establish, develop, maintain and update filing system; retrieve information from files; manage documents on SharePoint sites. Will create and produce visual presentations, general correspondences, memos, charts, tables, graphs, business reports, etc.; proofread for grammar, spelling and punctuation with a high degree of accuracy. Maintain and update organizational charts. Act as a liaison with internal and external customers, other departments and outside agencies. Handles confidential and non-routine information. Track and maintain data calls and responses. May schedule appointments and meeting for Executives.

Overall support to Headquarters office will include general administrative and facilities support. Scan all documents and upload to various storage locations. Mail pick-up, sort

and distribution; coordinate mass shipments by either on-site pick-up or delivery to a local post office or other shipping store. Monitor and maintain adequate supplies and equipment; verify receipt of supply; effectively manage costs. Coordinate the repair and maintenance of office equipment. Respond to building maintenance requests and coordinate with property Management Company to resolve timely; maintain access controls. Manage conference room schedules. Schedule and organize complex activities such as meetings, travel, conferences, other office/employee activities and events. Coordinate with IT department to prep for on and off-site meetings. Plan, order and schedule luncheons and events (as needed). Keep reception area and break room organized. Running occasional errands as needed. Serves as the go-to person for office inquiries and conflicts. Ensure office operations run smoothly. Work independently and within a team on special nonrecurring and ongoing projects. Act as project manager for special projects, which may include: planning and coordinating multiple presentations, disseminating information, coordinating and creating mass communication. Act as receptionist, greet visitors, answer multi-line phone system, route calls and address general inquiries.

Will act as primary coordinator for impending office relocation with oversight from the VP, Business Operations. Plan and implement office systems, furniture and equipment layout and procurement; vendor/customer notifications; system changes, updates and movement. Research and present findings with multiple quotes for services and products.

Work location will be our headquarters office in Fredericksburg VA. Office hours between 8am-4:30pm. May require occasional extended hours during the week and weekend. Local candidates within 15 miles of Fredericksburg given priority consideration.

HS Diploma or equivalent and at least 3 years of Office Administration experience is required. Previous experience with supporting Executive level staff is highly desired. Work requires knowledge of business and an excellent command of the English language. Must have knowledge of secretarial, office administrative procedures, and use and operation of standard office equipment. Must have demonstrated experience with MS Word, Excel and PowerPoint. Experience using SharePoint is a plus. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy. Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work. Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.

Candidate may be required to sit or stand for extended periods of time, and constant use of computer. Some bending, stooping and lifting up to 20-30 lbs.