

<b>Job Title</b>	New/Deal Executive Support Admin - CONTINGENT HIRE
<b>Reports to</b>	Program Manager
<b>Location</b>	Washington D.C. area

**About Us & This Opportunity**

TSI is an award-winning Human Capital services firm. Connect with our history, culture, values and talents at [www.transformation-systems.com](http://www.transformation-systems.com). With talented people at all levels, ready and able to jump in to make a difference, TSI helps to move organizations' performance forward. This **NEW** level opportunity belongs to someone who wants to be a part of a team making a difference for our Navy customers. Upon award, the opportunity is based at the customer site in Arlington, VA, with occasional travel to TSI's other D.C. area locations.

**Duties and Responsibilities**

- Provide graphic administrative planning and support, project administration, program management support, event planning and administration, mail services, records, and desktop.
- Handle classified material and documents of varying security classifications in accordance with the security classification manual or full or DDM security instructions, directives, or declassification.
- Prepare draft response to various in a variety of formats including email, internal memoranda and official correspondence using both Congressional, DDM and DoD executive or standard formats.
- Conduct director level action item tracking. Coordinate with divisions and external agency personnel to facilitate completion of action items. Coordinate with designated lead director for action item closure and help develop strategies to ensure completion.
- Utilize DDM correspondence tracking system (DCNT tool) to manage all MCOM, OSD and other external organizational leaders to include but not limited to Congressional leaders, instructions, notices, memos, and expedition correspondence.
- Draft briefings and concept papers by compiling data and coordinating inputs and submit to the government for approval.
- Schedule and manage internal and external meetings, teleconferences, and program reviews.
- Manage and maintain quality control of official files and shared online library. Manage data and file documents in accordance with official DDM records management guidelines.
- Maintain daily liaison with WS/PM level managers, provide executive level administrative support, resolve and process incoming correspondence, reports, and instructions, implement and maintain an information system for control of all related program office documentation prepare and send government visit requests.
- Maintain office supply inventory and provide list to the government to monitor supplies as necessary. Prepare Defense Travel System (DTS) travel, daily binders, and duplicate for other executives as required.
- Handle all aspects of interviewing and the selection of personnel to include permanent staff, contract staff and visitors.
- Interface with Naval Weapons Center and federal entities to ensure executive correspondence and all research, development, test and engineering acquisition programs, procedures and services are completed.

**Qualifications**
**Required**

- 4 years' experience providing administrative type support to management and senior level personnel.