

Job title	<i>Navy/DoD Executive Support Admin – CONTINGENT HIRE</i>
Reports to	<i>Program Manager</i>
Location	<i>Washington D.C. area</i>

About Us & This Opportunity

TSI is an award-winning Human Capital Services firm. Connect with our history, culture, values and talents at www.transformationsystems.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 **Mid**-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 graphical/documentation planning and support, project administration, program management support, event planning and administration, mail services, records, and data input.
- Handle classified material and documents of varying security classifications in accordance with the security classification manual or DoD or DON security instructions, directives, or documentation.
- Prepare draft response to actions in a variety of formats including email, internal memoranda and official correspondence using both Congressional, DON and DoD executive or standard formats.
- Conduct director-level action item tracking. Coordinate with directors and external agency personnel to facilitate completion of action items. Coordinate with designated lead director for action item closure and help devise strategies to execute completion.
- Utilize DON correspondence tracking systems (DON Tracker) to manage all SECNAV, OSD and other external organizational taskers to include but not limited to: Congressional taskers; instructions, notices, manuals, and acquisition correspondence.
- Draft briefings and concept papers by compiling data and coordinating inputs and submit to the government for approval.
- Schedule and manage ~~ex~~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 DON records management guidelines.
- Maintain daily liaison with SES/Flag-level managers; provide executive level administrative support; receive 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 reorder supplies as necessary. Prepare Defense Travel System (DTS) travel, daily binders, and daybooks for senior executives as required.
- Handle all aspects of onboarding and the checkout of personnel to include permanent staff, rotational staff and visitors.
- Interface with Naval Warfare Centers and laboratories to ensure executive correspondence and on research, development, test and engineering acquisition programs, processes and services are completed.

Qualifications

Required

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

- Proficient with Microsoft Office suite and be able to produce documents without errors.
- Knowledge of government travel systems, policies and procedures.
- Experience proofreading and editing highly technical documents to ensure proper format, grammar, and style.
- Excellent communication, customer service, and telephone skills
- High School Diploma required.
- Active Secret Security Clearance

Preferred

- Experience providing administrative support to SES/Flag-level leadership.
- Expert knowledge of the Defense Travel System (DTS) and experience processing travel for government personnel.
- Knowledge of and experience with DON Tracker.
- Detailed knowledge of DoD 5110.04, Naval Telecommunications Procedures User's Manual (NTP 3), GENADMIN message formatting, and other policies and procedures related to official Naval correspondence standards.
- Bachelor's Degree in related field or additional certifications/experience showing expertise in document refinement, communication, customer service, or DoD business administration/office management tasks.

Work Setting

TSI offers an industry leading benefits program including health, disability, life, and company match 401k as well as an outstanding company culture recognized by the Washington Business Journal as a Great Place to Work. For more information, visit <http://transformationsystems.com/about/work-with-us/>.

Transformation Systems, Inc.

Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is a Human Capital Services firm that helps military and civilian leaders within the defense community achieve their extremely challenging goals in ways that are most efficient, effective and responsive. TSI provides enterprise transformation solutions, applying industrial and systems engineering principles and practices to the realm of organization design. Our team is comprised of highly motivated and insightful experts in the fields of engineering, psychology, math, science, business and evaluation. We are thought leaders with a passion to make a difference. Transformation Systems, Incorporated is an Equal Employment Opportunity employer.
