

INDUS Job Requisition

Job Requisition Number: 20180216G	
Job Title: Administrative Assistant	Salary Range: Service Contract Act – Wage Determination, \$22.55 per hour/\$46,904.00 annual
Work Location: Charleston, SC	Relocation Assistance: None
Employment Type: Full-Time/Hourly	Security Clearance: Must have an active SECRET.
Posted Date: 16 February 2018	Closing Date: When filled
Mandatory Skill Requirements (must have): Four (4) years experience with Associate's Degree or Eight (8) years experience with a High School Diploma or GED, to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years work experience shall be within United States Department of Defense (DoD).	
Job Duties: The Administrative Assistant will provide clerical and management support services to Space and Naval Warfare Systems Center (SSC Atlantic), Charleston, South Carolina. <ul style="list-style-type: none"> Preparing memorandums, visit requests, scheduling meetings, planning business trips, answering telephone calls and managing information requests. Preparing reports prior to meetings, scheduling appointments, managing calendars, schedules. Coordinates the itinerary for designated official visitors and dignitaries. Reading, researching, and routing correspondence, drafting letters and documents. Welcome guests and customers by greeting them in person or on the telephone. Answering and directing customer and visitor inquiries. 	
Education/Equivalent: Associate's Degree in Business or Computer Science with four (4) years of experience or High School diploma/GED with eight (8) years of experience.	
Travel Required: None	
Comments: Apply for position online http://industechnology.applicantpro.com/jobs/ .	