



## **Administrative Support Specialist**

**Contract Solutions, Inc. (CSI)** is a professional staffing and management support services firm that supports federal, state and local government, private for-profit and non-profit clients. CSI is team-oriented and understands how to deliver quality services that exceed our clients' expectations. A career with CSI means you are joining a company that truly cares about its employees. Every CSI employee is nurtured to succeed. Our staff are driven to work hard, are encouraged to share ideas, and are well known for providing award-winning support to our clients. Join a company that cares about you!

We are seeking an Administrative Support Specialist in Morgantown, West Virginia.

### **JOB SUMMARY**

The individual will be assisting professional staff with the implementation and management of USDA Farm Bill Programs, and primarily assisting with the conservation easement programs.

### **JOB DUTIES**

- Assisting with assimilation of program documentation
- Developing correspondence
- Checking documents for accuracy
- Processing payments
- Maintaining spreadsheets
- Monitoring and tracking commencement and expiration of agreements and preparing agreement modifications
- Reviewing contract obligating documents and assisting in internal auditing of agreements

### **REQUIRED ATTRIBUTES**

- Must have a positive attitude, and be professional.
- Must be a team player who demonstrates patience, flexibility and honesty.
- Must be detail oriented and possess strong organizational skills
- Must be a self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet defined expectations

### **REQUIRED SKILLS**

- Ability to follow written and verbal instructions
- Keen attention to detail



- Strong organizational skills
- Excellent oral and written communication skills
- Willingness to take on responsibilities and challenges
- Demonstrated ability to exercise tact, courtesy, and judgment in working with all levels of staff
- High levels of proficiency in MS Word, Excel, PowerPoint, and GoogleMaps

## **REQUIRED QUALIFICATIONS**

### **Education-**

- Minimum Requirement: Associate's Degree
- Preferred: Bachelor's Degree

### **Experience-**

- Minimum Requirement: 3 years of general work experience and two years of specialized experience

## **BENEFITS**

- 10 Paid Holidays
- Two Weeks of Paid Time Off
- Many other benefits including 401k with company match, short and long term disability coverage, flexible spending, and profit sharing