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## Job Description

Contract Solutions, Inc. (CSI) is seeking an Administrative Assistant to join our team for a client in Vienna, VA.

**\*\*ACTIVE SECRET CLEARANCE REQUIRED\*\***

### **JOB SUMMARY**

The Administrative Assistant is an entry-level position that will support our government client by providing administrative support services in a front office.

### **JOB DUTIES**

- Demonstrate excellent customer service, teamwork, and collaboration skills
- Assist with all aspects of administrative management, management and staff support, logistics, equipment, inventory and storage
- Coordinate between agency divisions and operating units in resolving day-to-day administrative and operational issues
- Schedule and coordinating meetings, interviews, events and other similar activities
- Send and receive mail and packages
- Prepare business correspondence, typically using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)
- Data entry
- Manage files, make copies, send faxes, scan, assemble binders
- Perform multifaceted general office support

**JOB TYPE:** Full-time

### **SKILLS and ATTRIBUTES**

- Possess strong interpersonal skills (oral and written).
- Be dependable, follow instructions, and respond to direction.
- Be team oriented and have the ability to interact with a wide variety of personalities and communication styles.
- Demonstrate ability to exercise tact, courtesy, and judgment in working with all levels of staff.
- Have a positive attitude, and be professional.
- Be a team player who demonstrates patience, flexibility, and honesty.
- Be detail oriented and possess strong organizational skills.

### **REQUIRED QUALIFICATIONS:**

#### **Education:**

- High school diploma or equivalent required

#### **Experience:**

- Minimum requirement: 1-3 years of relevant work experience.
- Required experience with Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).

#### **Licenses or Certifications:**

- Secret Security Clearance required.