

Division/Department	ADMINISTRATION	Type of position:	New Concepts Management Solutions
Location	Open	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor	www.ncm-solutions.com
Job Title	ADMINISTRATIVE SUPPORT <ul style="list-style-type: none"> • SENIOR • JOURNEYMAN • JUNIOR 	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Please send resumes to: info@ncm-solution.com

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION REQUIREMENTS: SENIOR LEVEL

Administrative Support Senior Level: Generate and implement procedures for typing, filing, copying, paper shredding, destruction of sensitive data, and control of documentation, correspondence and action items. Review completed work for accuracy of data, procedure compliance and error-free documentation. The individual will be responsible for:

- keeping the program office apprised as to progress, problems and issues associated with the projects
- summarizing the major activities accomplished during the reporting period
- developing spreadsheets, databases, etc. to organize and store program data
- retrieving data in the form of reports and queries
- developing tracking systems for the identification and correction of deficiencies
- supporting in the planning, formulation, editing, development and publication of finished products
- support internal and external briefings and reports by providing expert knowledge and capability in the use of personal computers and operating systems to produce visual aids
- assist in improving internal management processes by proposing and/or implementing improvements to visual, computer-based communications
- assist personnel in the creation of training documents and training modules

Minimum Education/Experience Requirements: Individuals must have a minimum of 12 years of administrative support experience of which four years must be in a workload management or oversight capacity.

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION REQUIREMENTS: JOURNEYMAN LEVEL

Administrative Support Journeyman Level: Provides support to the Video Teleconferencing (VTC) manager, assists with VTC bridge scheduling and VTC connectivity and interfaces with VTC maintenance contractor. Prepares various documentation and charts for management review and approval. The individual will:

- assist in the use of computers and operating systems to produce databases, spreadsheets, graphics, metrics and other specialized products
- assisting in preparing briefings and documents and manipulating data provided by government personnel
- assist in retrieving data in the form of reports and queries
- proficient at collecting, analyzing and manipulating data in order to design graphic displays
- assist in the maintenance of operating instructions
- assist in the maintenance of a tracking system for identification and correction of deficiencies
- manage personnel and information management databases and track personnel gains and losses
- integrate information into required reports

Minimum Education/Experience Requirements: Individuals must have a minimum of 7 years of administrative support experience. The individual must be familiar with electronic media to distribute charts and documents to customers. The individual must be proficient in the latest Microsoft Word, Excel, PowerPoint and calendar software versions.

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION REQUIREMENTS: JUNIOR LEVEL

Administrative Support Junior Level: Maintain and distribute current user listings and points of contact references. Updates and distributes telephone directories and telephone bills. The individual will:

- distribute program software and documentation

- maintain forms, files (Functional Area Records Management (FARM)) and program reference libraries
- monitor/track/update Air Force Publications, USAF IDEA Program and Military Leave Program
- provide data entry and processes travel orders
- prepares organizational charts and program correspondence
- facilitate the use of standardized automated forms
- delivers mail and processes classified mail
- manage/distribute training information and works with the training OPR to ensure training suspenses are answered
- monitor/open/close conference rooms and schedule and coordinate meetings
- serves as the focal point for collecting and visually displaying materials for staff meetings
- track OPR/EPRs and award
- file and retrieve graphics materials to facilitate research and expedite creation of briefings and reports

Minimum Education/Experience Requirements: Individuals must have a minimum of two years of administrative support experience.