

ADMINISTRATIVE ASSISTANT I

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

Implements documentation and publication standards for technical literature and various style guides, including customer specifications. Participates in the development and maintenance of technical documentation. Edits reports, publications, proposals, and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with engineers and technical professionals in the writing, editing, and publication of various types of customer documents and contract deliverables. Utilizes appropriate computer application software for document text production. Establishes and maintains electronic and/or hardcopy data library of documents and task order files.

1. Greet visitors and point them in the right direction, answer inquiries, and create a welcoming environment
2. Organize and maintain files and databases in a confidential manner
3. Manage communication including emails and phone calls
4. Screen phone calls, redirect calls, and take messages
5. Schedule appointments, meetings, and reservations as needed
6. Receive deliveries; sort and distribute incoming mail
7. Maintain and order office supplies
8. Receive invoices and review for accuracy
9. Coordinate staff travel arrangements including transportation and accommodations.

Required Qualifications:

- Associates degree and at least 3 years of job-related experience or equivalent.
- Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail oriented work are required.
- Position may require the ability to pass and maintain a Security Clearance.
- Working knowledge of general office equipment

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.

- 401K plan.
- PTO
- 11 Federal Holidays