

SENIOR ADMINISTRATIVE ASSISTANT

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

Performs administrative functions such as job ordering and reporting, maintenance administrative and security records, supervision of typist and administrative clerks, word processing, data transcription, and procurement of material/equipment required for job performance. Serves in challenging administrative positions often reporting directly to senior executives, preparing executive correspondence and coordinating meeting and schedules.

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:

- Minimum 10 years' experience with high school, trade school, or service school degree. High school diploma or general education degree (GED) required. associate's degree in Business Administration preferred.
- 2-3 years of clerical, secretarial, or office experience
- Proficient computer skills, including Microsoft Office
- Strong verbal and written communication skills
- Comfortable with routinely shifting demands
- High degree of attention to detail
- Data entry experience

- Working knowledge of general office equipment

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays