

# ADMINISTRATIVE ASSISTANT IV

## 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

Searches for, locates, assembles, and summarizes material from the files or other sources for use of the management team in solving problems, for use in meetings and conferences, in replying to requests for information, in preparation of reports, and the development, coordination and general administration of functions performed by the customer. Communicates with various administrative management divisions in the preparation of personnel requests, training forms, time and attendance reports. Makes arrangements for meetings and conferences; including gathering background materials, notifying participants. Establishes and maintains office records, procedures, reference materials, and technical subject matter 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:

- Bachelor's degree and 5-7 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