



Trabus Technologies
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Administrative Assistant

Full Time Position – San Diego, CA Location
Active Top Secret Clearance Required
Compensation Dependent on Experience and Education

Position Description

TRABUS is seeking an Administrative Assistant who shall provide general administrative support to government organizations. The candidate will require a rapid start-up and must quickly learn tasks to be effective immediately upon assignment. Timeliness is of the essence in addressing critical office policies carried out in Department of Defense (DoD) organizations. Prior experience and familiarity with DoD related instructions relating to responsibilities listed below are essential to a timely ramp up.

Responsibilities

- Perform office-related duties such as management of calendars, answering telephones, filing, typing, and reception duties.
- Working knowledge of the internet with ability to navigate, perform research, locate information, and utilize on-line websites for data entry
- Perform tasks utilizing the following government systems involving Training, Travel and Time keeping.
- Support meetings and video/teleconferences and any additional administrative support requests, such as assemble materials for meetings, maintain meeting minutes, record action items and track status; prepare reports, charts, and metrics.
- Work independently on projects requiring research and preparation of briefing charts for release to the workforce;
- Receive and log job orders from customers;
- Copy, cut, collate, and bind documents;
- Review outgoing materials and correspondence for consistency and conformance to DoD Correspondence Manuals.
- Complete and maintain supply order documentation.
- Prepare budget information and assist with the reconciliation of expenditure status.
- Maintain and send security clearances and other pertinent documentation on behalf of travelers.
- Prepare forms for division/branch employees taking school or seminar classes, create folders, acquire approval signatures and route to the training coordinator.
- Prepare items for shipping and/or distribution.
- Process/package classified in-coming and out-going mail and generate required documents when handling classified correspondence.

Qualifications

- High School Diploma and at least two years experience as an Administrative Assistant.
- Must possess excellent communication skills and able to work independently and as part of a team
- Must be a U.S. Citizen with some experience working on Federal Government programs (Department of Defense desired).

To apply, visit <http://trabus.com/career-opportunities/> with resume and salary requirements.