

Opening: Administrative Service Manager, Department of Energy (DOE)

Location: Menlo Park, CA

Pay Rate: \$TBD

Hours: TBD

Benefits: 401k; Direct Deposit; Dental and Vision; Medical.

Minimum Requirements: High school diploma or GED equivalent with a minimum of three (3) years experience in a similar administrative support position; proficient working knowledge of computer software including but not limited to: Microsoft Word, Excel, PowerPoint, Access, Exchange/Outlook Mail and Internet Explorer, Microsoft Visio, Project and Adobe Acrobat Exchange, and other software as developed by DOE; reliable transportation; proof of citizenship; the ability to pass/maintain a clean background check.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We offer excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going www.hpcemployment.com.

The position: The **ideal applicant** will provide **evidence** of a wide range of administrative tasks including but not limited to: (1) technical editing of assigned technical and administrative documents including the preparation of letters, memos, reports, briefings and graphic presentations and executing any correspondence actions as required/assigned; (2) assisting with travel coordination; (3) filing and maintaining office files, databases, spreadsheets and tracking systems; (4) data entry; (5) preparing meetings, tours, conferences and ensuring all necessary scheduling, equipment, arrangements and setup is in place as required; (6) receiving visitors, screening calls and referring inquires to the appropriate person(s); (7) developing and maintaining administrative database systems such as contact lists and shared calendars; (8) tracking, filing and scanning official documents and capturing all assigned outgoing correspondence; (9) monitoring the use of office supplies and completing inventories as needed; (10) processing incoming/outgoing work for others proposal and cooperative research & development agreements, inter-entity work orders, work authorizations, subcontracting consents and small business reports; (11) coordinating the editing of contractual documents into computerized systems; (12) tracking and filing deliverables; and (13) updating/revising the management and operating contracts and/or solicitations as required.

To apply: Please submit an employment application by faxing it to (310) 756-1562. An application can be obtained from our website [acomwww.hpcemployment.com](http://www.hpcemployment.com) under the Forms tab. Please call (310) 756-1560 to confirm the fax was received