
DMR EMPLOYMENT ~ JOB ANNOUNCEMENTS

ADMINISTRATIVE ASSISTANT

Looking for detail-oriented administrative professional to support the day-to-day business operations of a government contractor who provides engineering services to the U.S. Navy. The position performs a variety of administrative tasks for office personnel such as office communications, answering the phone, internal emails, file records, shred, scan, maintain employee extension list, and distribute mail. Serves as visitor escort or general point of contact for employees, supervisors, customers, and vendors on site.

REQUIRED QUALIFICATIONS:

- Must be U.S. Citizen
- Must have minimum (HS) High School Diploma or (AA) Associate of Arts Degree in business field.
- Minimum of 3 years general administrative experience in professional office setting.
- Successful completion of a background check and/or government clearance, if needed.
- Proficient in computer software programs: Microsoft Office (Word, Excel, Power Point).

BASIC QUALIFICATIONS:

- Must have excellent written and oral communication skills.
- Monitors phone system, transfers calls to employees, takes messages, and answers general questions.
- Knowledge of sound security practices for ensuring safeguard of office with secure controlled access
- Prepare G&A record keeping by setting-up binders, folders, and file labels.
- Assist with ordering general office supplies, kitchen supplies, or employee uniform shirts by sending notifications, catalog, collect checks, vendor orders.
- Maintain facility security sign-in sheet, verify visitor credentials, issue badges.
- Monitor Xerox Copier maintenance needs, paper, problems or technical issues.
- Copy or Scan documentation electronically and compile data entry of administrative information in SharePoint spreadsheet.
- Maintain office scheduling of DMR Conference Room by confirming availability via email and booking rooms for meetings per written request.
- Participates in special projects as required.

Submit resume, cover letter, and (3) professional references to employment@dmrcinc.com

Full-time salary with excellent benefit package: 100% Paid Group Health & Life Insurance for Employees, 50% Paid Dependent/Family Health Insurance, 50% Paid Dental and Vision, Optional AFLAC Disability insurance, 3% Matching IRA, 10-Federal Holidays, and 15 days-Personal Time Off (PTO), Annual Performance Raise & Bonus program.

DMR is an Equal Opportunity Employer (EOE) hiring a diverse team member no matter the race, color, religion, sex, gender identity, sexual orientation, national origin, and disability, or veteran status as protected by federal, state or local laws.