

Job Title: Administrative Specialist II
Location: Virginia Beach, VA (Ft. Story)
Position: Full-time
Salary: \$25.61 plus \$4.22 Health & Welfare

Requirements:

- Active/recent U.S. government security clearance
- Minimum of four years office administrative support experience in a government/military facility.
- Solid working knowledge of Microsoft Word and Excel programs.
- Experience preparing/handling classified documents, travel documents, and general correspondence in a government/military setting.

Physical & Mental Requirements: Performance of essential and ancillary functions may require:

- Regularly required to talk, hear, stand, walk, with prolonged sitting.
- Vision: distance, color, peripheral, depth perception and ability adjust focus.
- Frequent lifting and moving of items up to 20 pounds.
- Understand and follow written and oral instructions.

Job Description:

- Document preparation, editing, and handling.
- Create, type, merge, revise, update, format, proofread, serialize, print, prepare and route administrative documents, technical documents, presentations, Naval messages, and correspondence.
- Mark, file, transfer, and distribute Controlled Unclassified Information, Personally Identifiable Information (PII), and Classified materials.
- Type, merge, update, format, proofread, serialize, print, and prepare Classified document packages.
- Maintain building muster lists.
- Maintain telephone recall lists.
- Package and prepare documents for distribution or mailing.
- Package, wrap, and address documents for distribution.
- Sort and distribute incoming mail.
- Prepare and ready outgoing mail.
- Track and manage all shipping activity.
- Prepare Classified documents for distribution or mailing.
- Prepare mailing labels, forward letters, and custody receipt forms.
- Enter, verify and retrieve data, and create and print reports from existing Government databases.
- Enter information for temporary duty orders, vouchers, local vouchers, and training requests.
- Other duties as assigned.

Clearance:

Selected candidates will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Background Check:

Selected applicants will be subject to a criminal background check and must meet eligibility requirements for access to military installations.

GStek, Inc. is proud to be an Affirmative Action/Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, disability status, protected veteran status, or any other characteristic protected by law.

GStek encourages veterans, disabled veterans and disabled individuals to apply for any open position for which they feel they are qualified.

EOE Minority/Female/Veteran/Disabled