

Job Title: Administrative Specialist II
Location: Joint Expeditionary Base Little Creek Fort Story, Virginia Beach
Position: Part-time (20-25 hrs./wk.) – transitioning to Full-time
Salary: \$20.41 plus \$4.57 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:

Offers are contingent upon successful completion of professional reference checks, employment history verification, and background screening.

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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