U.S. Department of Commerce Non-Competitive Job Alert

JOB ALERT: Department of Commerce is seeking to fill an Administrative Management Specialist position!

JOB ALERT!!! The U.S. Department of Commerce (DOC), International Trade Administration is seeking to fill an Administrative Management Specialist position, GS-0301-9/11 in the following locations: Location Negotiable within our Northeast Region (Connecticut; Maine; Massachusetts; New Hampshire; New Jersey; New York; Rhode Island and Vermont). Relocation support is not authorized.

The Department is ONLY accepting resumes from qualified candidates that are eligible under the Schedule A, 30%+ disabled veterans, or Veterans Recruitment Appointment (VRA) non-competitive hiring authorities. For more information on veteran hiring authorities, please visit: https://www.fedshirevets.gov/job-seekers/veterans/special-hiring-authorities/#content

Organization

The mission of the Department is to create the conditions for economic growth and opportunity. The Department of Commerce promotes job creation and economic growth by ensuring fair trade, providing the data necessary to support commerce and constitutional democracy, and fostering innovation by setting standards and conducting foundational research and development. Through our bureaus and 46,608 employees located in all 50 states, every U.S. territory, and more than 86 countries, we provide U.S.-based companies and entrepreneurs invaluable tools through programs such as the Decennial Census, the National Weather Service, NOAA Fisheries, and the Foreign Commercial Service. Among many other functions, the Department oversees ocean and coastal navigation, helps negotiate bilateral trade agreements, and enforces laws that ensure a level playing field for American businesses and workers.

Position Description

This position is located within the National Field Support Team (NFST), Office of Domestic Operations (ODO), U.S. and Foreign Commercial Service, International Trade Administration. The NFST is comprised of approximately 20 Administrative Specialists located throughout the U.S. Field and headquarters, who provide administrative services to over 300 employees in Global Markets USA division (GMUSA). NFST services include administrative consultation on financial management, deposit funds/products/services, travel management, human resources, leases and MOUs, event planning, inventory, purchasing management, and responding to all DOC, ITA, and external audits. The team reports to one of 3 NFST Directors located in the Eastern, Western, or Headquarters region.

General Duties and Responsibilities:

Serves as an agency expert and authoritative consultant for local office and staff management on the function of administrative operations, including administrative guidelines, budget, travel,
human resources, procurement/acquisitions, inventory, and event logistics. Create new approaches to the full range of administrative operations and alternatives to address current and/or anticipated problems. Provides leadership in formulating methods for streamlining and enhancing office administrative operations. Participates in development of ODO administrative guideline material, policies, and/or strategic plans related to field administrative operations. Coordinates and implements national ODO administrative policies and programs and serves as a resource for administrative technical advice and guidance. Conducts administrative studies examining how a federal or departmental policy or practice is applied in the field, recommending changes to the policies and/or developing standard operating procedures which adapt the policy to U.S. field operations.

To Apply

Email your resume, Cover Letter, professional references, non-competitive eligibility (NCE) documents to: Shanen.Lacy@trade.gov by COB 30 November 2021. Personally Identifiable Information (PII) must be redacted or removed prior to sending any documents as a part of this application. Examples of PII are: social security numbers (even if truncated to the last 4), date of birth and specific medical information. DD 214s and VA disability letters often have PII on them, please review your document carefully before sending.

Note: The Subject line should clearly indicate the position for which you wish to be considered. Please ensure the content of your resume adequately addresses the qualification requirements of the position as listed in the solicitation announcement.

Selection will be made without discrimination for non-merit reasons such as race, color, religion, sex, national origin, age, handicapping condition, marital status, sexual orientation, or political affiliation.