



**VETERAN STAFFING
NETWORK**

Administrative Assistant – Herndon, VA

Seeking US Military Veteran, National Guardsman, Reservist, and/or Military Spouse for an **Administrative Assistant** position. The job involves an array of administrative and clerical assignments, some highly routine and others requiring problem-solving ability, in the front office of a thriving business.

Responsibilities: Veteran Military

- Provide administrative support to the Controller and other coworkers.
- Interact with clients in tasks such as answering telephones and greeting visitors.
- Perform general clerical work such as billing, copying, typing, data completion, faxing, filing, and ordering office supplies, all with overall attention to detail and follow-through.
- Follow existing paper and electronic filing systems.
- Follow instructions closely.
- Filing both physical and electronic documents
- Entering data into the company systems for inventory
- Mail sorting and delivery internally

Requirements: Veteran Military

- US Veteran, National Guardsman, Reservist, or Military Spouse.
- High School diploma or equivalent.
- 1+ years in an office using practices required to effectively operate an office.
- Energetic, efficient, hard-working with professional and friendly manner
- Strong organizational and time management skills with the ability to follow priorities and handle multiple projects.
- Comfortable with technology: MS Word, spreadsheets, email, etc.
- Familiar with office equipment: computers, phones, voice messaging systems, fax, and photo copiers.
- Able to pass a comprehensive background check and a drug/alcohol screening test.
- Pleasant phone manner and good customer service skills.

TO APPLY: Email your resume to VetJobs@eseal.org

Visit our Job Board at VSNusa.org

September/October 2017

The company is an equal opportunity employer and will consider all applications without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other characteristic protected by law.