

Office Assistant – JFAssociates, Vienna, VA

JFAssociates, Inc. has an opening at its Vienna, VA office. At JFAssociates, Inc., you will be part of team who specialize in providing engineering and scientific consulting services to companies, government agencies, and law firms. JFAssociates, Inc. has advanced application-based degreed engineers with consulting experience in diverse industrial settings. Our team of dedicated professionals works together in an entrepreneurial atmosphere, providing a broad range of innovative tools and services to niche markets. Visit us at www.jfa-inc.com

This position entails a full-range of administrative office support responsibilities including, but not limited to:

1. Perform clerical duties such as taking notes and meeting minutes
2. Facilities management
3. Schedule and coordinate meetings
4. Track and Manage deadlines
5. Prepare documents for internal and external distribution
6. Edit documents
7. Organize and maintain filing systems
8. Photocopy and other production services
9. Prepare and coordinate mail, faxes and express packages
10. Purchase office supplies
11. Assisting with proposal preparation
12. Assisting in data management
13. Special projects as assigned

The successful candidate should possess the following competencies:

- Strong organizational skills
- Excellent written and verbal communication skills
- Ability to quickly prioritize and manage multiple projects
- Ability to work independently as well as part of the team
- Ability to maintain confidentiality
- Act professionally and courteously
- Possess strong grammar skills
- Remain flexible in a busy, fast-paced office
- Detail-oriented.

Required Qualifications:

- Demonstrated administrative assistant experience
- Strong computer proficiency, especially in MS Office suite
- Strong oral and written communication skills
- Experience operating general office equipment (e.g. fax, copier, phone, scanner, etc.)
- Preferred Qualifications: - Minimum of an associate degree, or an equivalent combination of education and experience