



VECRA is seeking a Full-Time

ADMINISTRATIVE ASSISTANT

VECRA, Inc. has a requirement for an ADMINISTRATIVE ASSISTANT with 5+ years of experience working with a team of executives. The VECRA Administrative Assistant will join our Lanham, Maryland headquarters and contribute to meaningful work to carry out the day-to-day tasks in support of our Commercial, Public and Federal government clients.

JOB SUMMARY

The Administrative Assistant responsibilities will include complex tasks to provide administrative support to the headquarters' Executive Office staff. Additionally, tasks include developing documents, creating meeting agendas, research, SharePoint collaboration, managing multiple calendars, answering phones, greeting guests and directing them to the appropriate department.

ROLES and RESPONSIBILITIES

- Personally assist the CEO of VECRA, Inc.
- Answer Phone and Transfer calls as appropriate
- Coordinate reporting procedures across organizational teams
- Provide project support for multiple and simultaneous projects (short-term and long-term)
- Preparing monthly invoices for Accounts Receivable
- Conduct knowledge capture during key meetings, develop meeting summaries and key deliverables, support stakeholder engagement, and impact measurement.
- Create accurate Excel Spreadsheets and manage data.
- Maintain accurate data base information as needed.
- Research internet and other resources upon request.
- Orient others to VECRA Office procedures.
- Create and maintain Standard Operating Procedure files and notebooks for the Office.



- Create forms to be used by Managers and Staff
- Create directional signs for events.
- Answer telephone, emails & faxes.
- Personnel assigned shall possess the required technical skills and expertise to perform the functions with minimum guidance.
- Keep inventory of equipment and office supplies
- The personnel will be experienced in all aspects and qualified in their respective functional areas.
- Assist in the development of charts, graphs, briefings, and other presentation aids.
- Tactfully handle all contacts and work closely with stakeholders to achieve successful outcomes.
- Perform all other duties as assigned.
- Occasional travel to work at the Lanham, MD headquarters office.

QUALIFICATIONS and REQUIRED SKILLS:

- Good time management skills.
- Familiarity or prior experience with government contracting.
- Proficient in Microsoft Office Suite, Internet navigation, SharePoint navigation and Windows.
- Good computer troubleshooting ability.
- Excellent communication skills both verbal and written.
- Works well independently and is a team player.
- Good planner and proficient in time management.
- Excellent multi-tasker and organizer in a fast-paced environment.

EDUCATION

- Bachelor's Degree with 5+ years' experience;
- GED or High School Diploma plus experience may be substituted

SALARY

- Negotiable



OTHER

- **Shift:** First – Day, 9:00am – 5:30pm
- **Schedule:** Monday – Thursday
- **Telework or Virtual:** Yes; Will be required to occasionally work onsite (25%)
- **Work Location(s):** USA\Lanham, MD
- **Req Type:** Full-Time

COVID-19 PRECAUTIONARY MEASURES

- Virtual Interviews and Meetings held via Zoom

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to info@vecrainc.com with **Subject Line:** Administrative Assistant