



## **VECRA is seeking a Full-Time Receptionists/Secretaries**

VECRA, Inc. has a requirement for Receptionists/Secretaries with 2+Years' experience. The VECRA Receptionists/Secretaries will join our New York operations to carry out the day-to-day tasks in support of our and Federal government, Public and Commercial clients.

### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always: **Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

### **JOB SUMMARY**

Provide administrative support to program areas as well as perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, providing information to callers, receiving visitors, and arranging conference calls. Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.

### **ROLES and RESPONSIBILITIES**

- Answers telephone and gives information to callers, takes messages, and transfers calls to appropriate individuals.
- Greets visitors or callers and handles their inquiries; or directs them to the appropriate persons.



- Opens, reads, routes, and distributes incoming mail or other materials and answers routine inquiries.
- Tracks and coordinates assignments.
- Sets up and manages paper and electronic filing systems.
- Uses various information technology applications such as email, database, spreadsheets and word processing applications.
- Operates office equipment such as printers, scanners, and copiers; and arranges for repairs when equipment malfunctions.
- Creates, maintains, and enters information into spreadsheets and databases.
- Maintains scheduling and event calendars. Schedules and confirms appointments for clients, customers, or supervisors.
- Coordinates conferences, meetings, or special events, such as luncheons or graduation ceremonies. Makes travel arrangements for staff. Creates and/or submits travel expense reports for staff.
- Completes forms in accordance with agency procedures.
- Makes copies of various documents, places them in proper files, and distributes them to appropriate staff.
- Locates and attaches appropriate files to incoming correspondence requiring replies.
- Composes, types, and distributes meeting notes, correspondence, and reports.
- Provides services to customers, such as order placement or account information.
- Searches for information using various sources including the internet.
- Manages projects or contributes to committee or teamwork.
- Mails various items including letters, reports, and promotional materials; and prepares packages and arranges for them to be shipped.
- Orders and distributes supplies.
- May supervise other clerical staff and provide training and orientation to new staff.
- May take meeting minutes, and/or prepare material from dictation.

**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**

- GED or High School Diploma plus experience may be substituted

## **OTHER**

- **Shift:** First – Day
- **Work Hours:** 9:00am – 5:30pm
- **Schedule:** Monday – Friday
- **Onsite Location:** USA\Various locations throughout New York State
- **Req Type:** Full-Time and Part-Time positions available

## **COVID-19 PRECAUTIONARY MEASURES**

All employees (inc. volunteers, temps, consultants, and students with an in-office presence) are required to inform Human Resources of their vaccination status. If vaccinated, employees must submit proof of their vaccination status to Human Resources. OAG offices have returned to a “masks welcome” policy, based on changes in public health guidance. Employees will still be required to wear a mask if they have a recent COVID-19 exposure. Employees that work in OAG offices located on NYS hospital grounds or within space leased by a NYS hospital must continue to follow any mask policies at that location.

## **BENEFITS**

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

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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](mailto:info@vecrainc.com) with **Subject Line: Receptionists/ Secretaries, Except Legal, Medical, and Executive**